# WorkCentre 222/228

*User Guide*

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# 1 BEFORE USING THE MACHINE

## PREFACE

Thank you for choosing the WorkCentre 222/228.

This guide is written for users who are new to the machine and provides information on printing, copying, scanning, faxing, and LAN operations, as well as troubleshooting, daily maintenance, machine settings, and precautions users should take when operating the machine.

Please read this guide thoroughly to get the most out of the features available. After reading this guide, keep it handy for future reference when you need explanations on particular features of the machine or when you encounter difficulties with the machine during use.

In this manual, safety instructions are preceded by the symbol ⚠.
Always read and follow the instructions before performing the required procedures.

As a member of the International Energy Star Program, Fuji Xerox confirms this product satisfies the requirements for International Energy Star Program standards.

The equipment complies with IEC/EN 60950-1 (which relates to Safety), EN 55022 and EN 55024, (which relate to radio frequency interference regulations).

It was tested by an accredited laboratory and certified by a national recognised certification body.

The equipment is also certified in compliance with applicable standards by various national bodies.

Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification.

Contact your local Xerox representative for a list of approved accessories.

The equipment is manufactured under a registered ISO 9001 Quality System.

## RELATED INFORMATION SOURCES

The following additional sources of information are available for the machine.

- Installation Guide
- Companion Suite Pro User Guide
- LAN Driver User Guide

***Note -*** Please note that the screens shown in this guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

# USING THIS GUIDE

This section describes the organization of this guide.

This guide was produced for users who operate the WorkCentre 222/228 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

## Prerequisite knowledge

This guide assumes that the user has basic knowledge of the operating system of the PC in use, networking environments, and how to operate a PC itself.

For details on the operating system in use, basic knowledge of networking environments, and how to operate a PC, refer to the documentation provided with the operating system, network system, and the PC, respectively.

## Organization

This guide consists of the following chapters.

### Chapter 1 Before using the machine

Describes how to use this guide, safety information, and legal notices.

### Chapter 2 Installation

Describes the machine components, and how to install removable parts and connect cables.

### Chapter 3 Getting started

Describes the navigation methods and the function list.

### Chapter 4 Setting your machine

Describes the machine settings, including LAN, Internet, and SMS service settings.

### Chapter 5 Directory

Describes how to create and manage a directory.

### Chapter 6 Operation

Describes machine operations such as sending, receiving, and copying a document, and other functions.

### Chapter 7 Maintenance

Describes how to replace consumables, troubleshooting, and unit characteristics.

# CONVENTIONS

This section describes the conventions used throughout this User Guide. In this User Guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- WorkCentre 222/228 is synonymous with the machine.

## Cautions

Cautions are statements that suggest the possibility of mechanical damage as a result of an action.

For example:

***Caution -*** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

## Notes

Notes are statements that provide additional information.

For example:

***Note -*** Do not add paper to the tray while the machine is printing.

# SAFETY NOTES

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Fuji Xerox materials only.

**Warning**: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

## Warning markings

All warning instructions marked on or supplied with the product should be followed.

| | |
|---|---|
| Warning | This WARNING alerts users to areas of the product where there is the possibility of personal injury. |
| Warning | This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched. |

## Electrical supply

This product shall be operated from the type of electrical supply indicated on the product data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

**This product must be connected to a protective earth circuit**.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

## Operator accessible areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

### Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

### Cleaning your product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

## Warning - Electrical safety information

- ▷ Only use the power cord supplied with the equipment.
- ▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- ▷ Improper connection of the equipment-grounding conductor can result in an electric shock.
- ▶ Do not place this equipment where people might step on or trip over the power cord.
- ▶ Do not place objects on the power cord.
- ▶ Do not override or disable electrical or mechanical interlocks.
- ▶ Do not obstruct the ventilation openings.
- ▶ Never push objects of any kind into slots or openings on the equipment.
- ▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noises or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid has spilled into the equipment.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.

### Disconnect device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

## Laser safety information

***Caution -*** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

# Operational safety information

To ensure the continued safe operation of your Fuji Xerox equipment, follow these safety guidelines at all times.

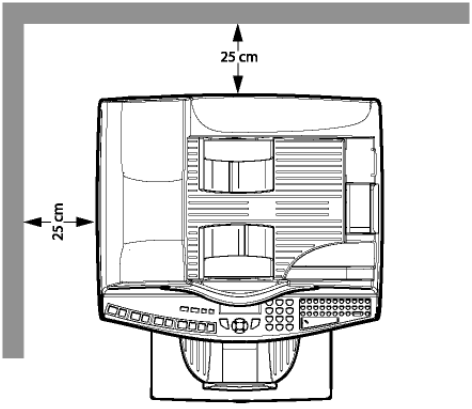
## Do these:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

▷ This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- When moving the machine, be sure to unplug all cords including the power cord. And if using the option duplex unit, be sure to remove it. If tilted, the machine may fall over and cause injuries.
- Always locate the equipment in an area that has adequate ventilation, and space for servicing.
- Always use materials and supplies specifically designed for your Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear, and the wall and the left hand side of the terminal is at least 25 centimeters, to make opening of the cover easier and so as not to block the aeration grill of the terminal. A poorly ventilated machine can cause excessive internal heat and fire. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to ensure your machine operates at peak performance. Your Xerox representative will provide necessary support for the proper installation of the machine.



- This machine is capable of operating normally within the following recommended environmental limits.

  Temperature range:
  10°C to 35°C with fluctuation of 10°C per hour
  Humidity range:
  20% to 80% (no condensation) with fluctuation of 20% per hour

  Note: Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

### Do not do these:

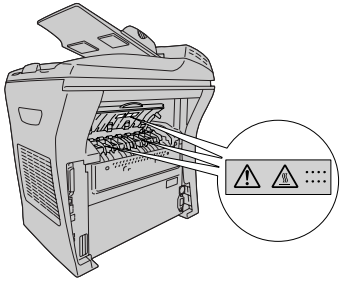
- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Fuji Xerox Service Representative or Service Provider immediately.

## Maintenance information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with the machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation.
- Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.



## Ozone safety information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Fuji Xerox publication Ozone from your Service Provider.

## For consumables

Store all consumables in accordance with the instructions given on the package or container.

▷ Keep all consumables away from the reach of children.

▶ Never use a vacuum cleaner when you clean spilled toner. It can cause explosion as the toner fills the vacuum cleaner and gets sparks. Use a broom or a wet cloth.

▶ Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burnt.

## Product safety certification

This product is certified according to IECEE "The IEC System for Conformity Testing and Certification of Electrical Equipment" CB scheme using the Safety standards IEC60950-1 Edition1 (2001).

This product was manufactured under a registered ISO 9001 Quality system.

# THE OBJECTIVE OF THE INTERNATIONAL ENERGY STAR PROGRAM

To protect the global environment and conserve energy sources, the International Energy Star Program encourages the following product features. Fuji Xerox confirms that WorkCentre 222/228 satisfies the requirements for this program.

## Duplex photocopying feature (Depending on model)

To reduce the volume of copy paper used, the duplex photocopying feature is available and can be set as a default for the machine. You can copy two single-sided originals on both sides of a sheet of paper. You can also make single-sided copies. For more information, refer to **Duplex photocopies (depending on model)**.

## Sleep Mode feature (Eco Energy)

This product has a power-saving feature, which switches the machine to the Sleep Mode automatically if the machine is on and not operated for a certain period of time. In this mode, the machine consumes minimum power.

# LEGAL NOTICE

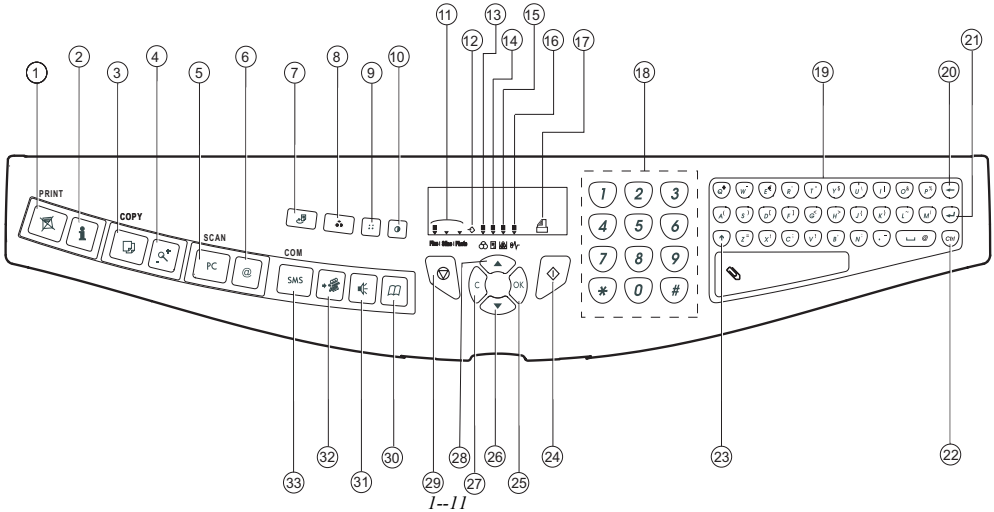
Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

# CONSOLE

1. Key : stops current printing
2. Key : help in terminal use.
3. Key : local photocopy.
4. Key : reduce or enlarge.
5. Key **PC** : scan to PC / scan to FTP.
6. Key @ : scan to e-mail (sending of Internet fax).
7. Key : double sided printing
8. Key : selection of color mode.
9. Key : scan resolution.
10. Key : contrast setting.
11. Scan resolution (Fine (Fin), SFine (Super Fin), Photo).
12. Icon "Line" :
    * On : communication in progress.
    * Flashing : communication setting up.
13. Icon : color mode selected.
14. Recto/Verso print indicated :
    * On : duplex mode activated
    * Out : printing mode deactivated.
15. Indicator reserve "Toner" :
    On : end of toner,
    Flashing : near the end of toner.
16. Indicator printer paper jam .
17. Icon fax reception icon:
    * On : reception possible.
    * Flashing : non-printed document(s) in memory or being received
    * Out : reception impossible.
18. Digital keyboard.
19. Alphabetical keyboard.
20. Key : deletes the character to the left of the cursor.
21. Key : input or line feed.
22. Key **Ctrl** : access to special characters
23. Key : Shift.
24. Key : send fax .
25. Key **OK** : validates displayed selection.
26. Key : access to menu and browsing in menus downwards.
27. Key **C** : return to previous menu and correction of text.
28. Key : browsing in menus upwards.
29. Key : stops current operation.
30. Key : access to directory and quick dial numbers.
31. Key line manual connection, listen for tone during fax sending
32. Key : multiple contact sending (fax, e-mail or SMS).
33. Key SMS : sending of an **SMS** (Short Message Service).



# 2 INSTALLATION

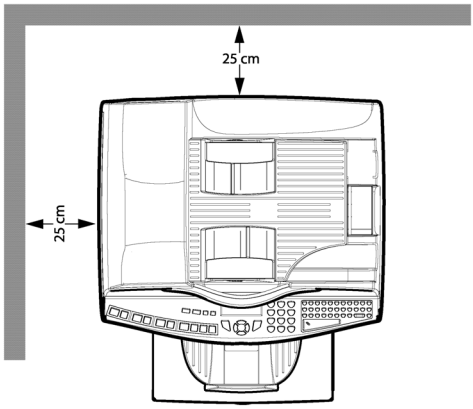
## INSTALLING YOUR TERMINAL

### INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics.

- Always locate the equipment in an area that has adequate ventilation, and space for servicing.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Fuji Xerox Service Representative or Service Provider immediately.
- Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- Never locate the equipment near a radiator or any other heat source.
- Do not obstruct the ventilation openings.
- Make sure that you do not block the aeration grill located on the left side of the terminal. When installing the terminal close to a wall, make sure that the distance between the wall and the rear, and the wall and the left hand side of the terminal is at least 25 centimeters, to make opening of the cover easier and so as not to block the aeration grill of the terminal. A poorly ventilated machine can cause excessive internal heat and fire. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to

ensure your machine operates at peak performance. Your Xerox representative will provide necessary support for the proper installation of the machine.




# Operational precautions

Note the following important precautions whenever using the printer.

**Operating Environment**

This machine is capable of operating normally within the following recommended environmental limits.

- Temperature range:
  10°C to 35°C with fluctuation of 10°C per hour
- Humidity range:
  20% to 80% (no condensation) with fluctuation of 20% per hour

***Note -*** Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

**Terminal**

The following describes precautions for using the terminal.

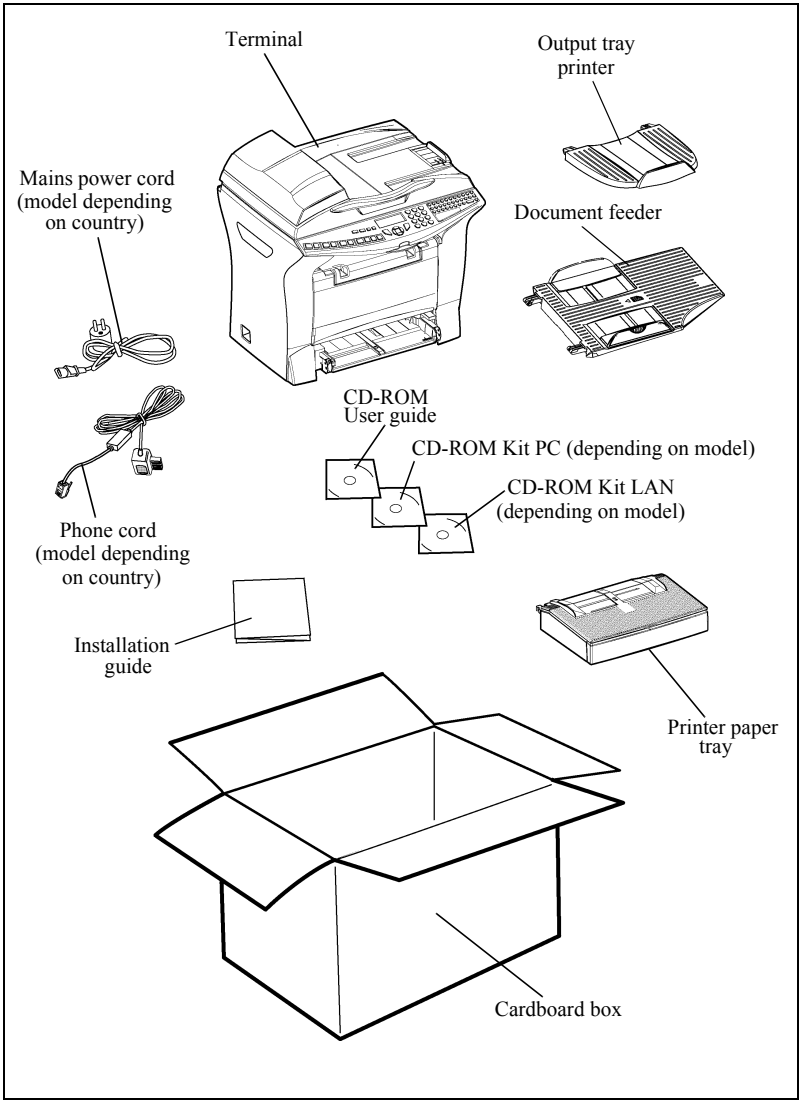
- If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
  - The equipment emits unusual noises or odors.
  - The power cord is damaged or frayed.
  - A wall panel circuit breaker, fuse, or other safety device has been tripped.
  - Liquid has spilled into the equipment.
  - The equipment is exposed to water.
  - Any part of the equipment is damaged.
- When moving the machine, be sure to unplug all cords including the power cord. And if using the option duplex unit, be sure to remove it. If tilted, the machine may fall over and cause injuries.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Do not place objects on the power cord.

- Do not place this equipment where people might step on or trip over the power cord.
- Never push objects of any kind into slots or openings on the equipment.

***Caution -*** This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Fuji Xerox publication Ozone from your Service Provider.

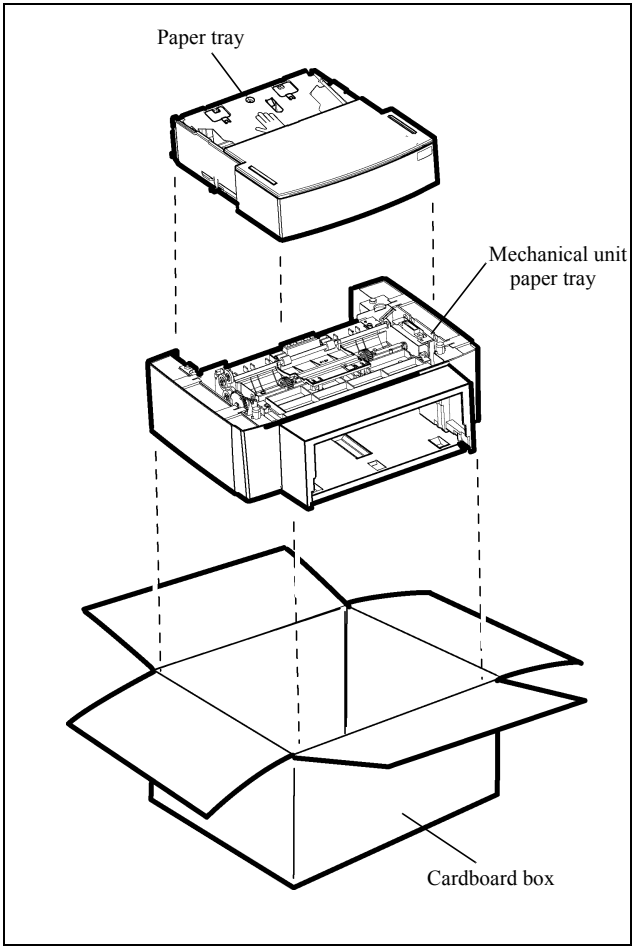
# UNPACKING THE BOX

- Take the protection profiles, the packing material and the machine out of the shipping box.
- Check that the following parts are in the box.



# UNPACKING THE ADDITIONAL PAPER TRAY (DEPENDING ON MODEL OR OPTION)

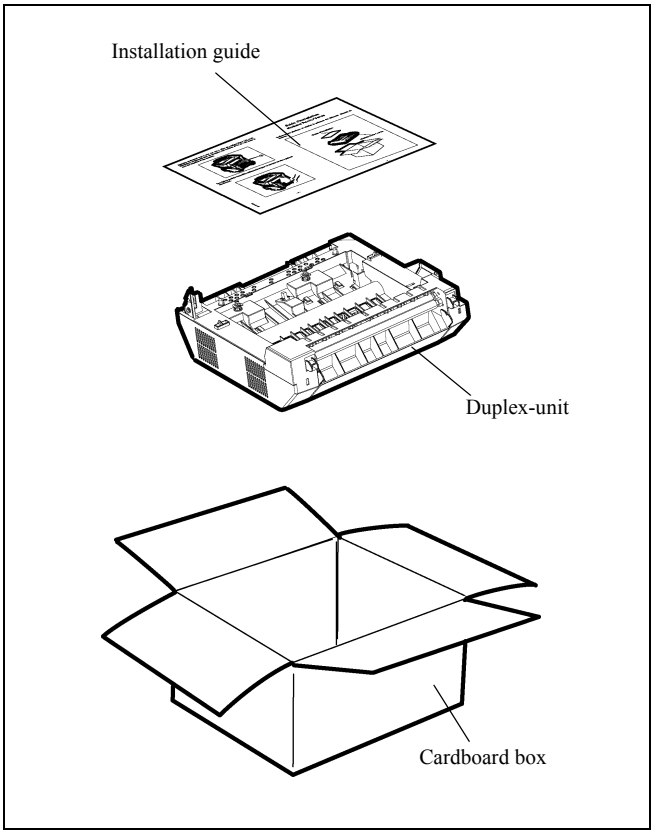
☞ Remove the plastic bags and check for the parts illustrated below.




Installing the additional paper tray (refer to paragraph **Description**, page 2-7)

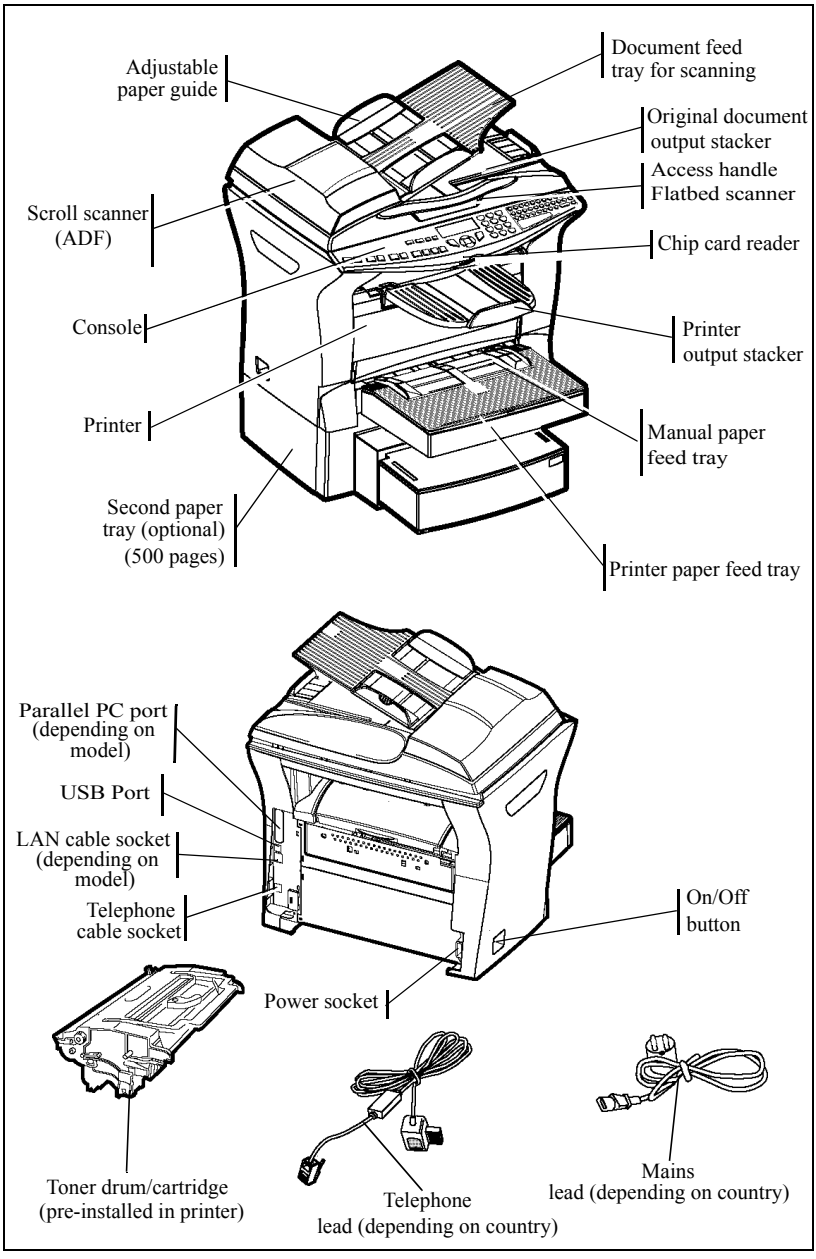
# UNPACKING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

☞ Remove the plastic bags and check for the parts illustrated below.




☞ Installing the Duplex-unit (refer to paragraph **Installing the Duplex-unit (depending on model or option)**, page 2-16).

# DESCRIPTION

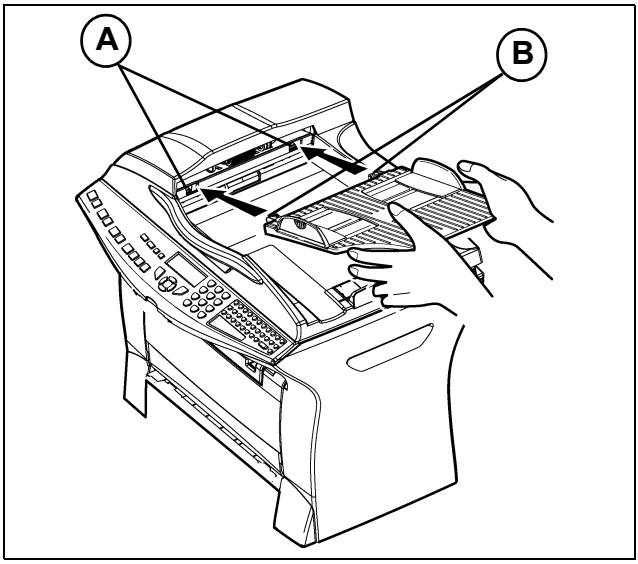


# INSTALLING THE REMOVABLE PARTS

This section details the installation of the terminal's removable parts.

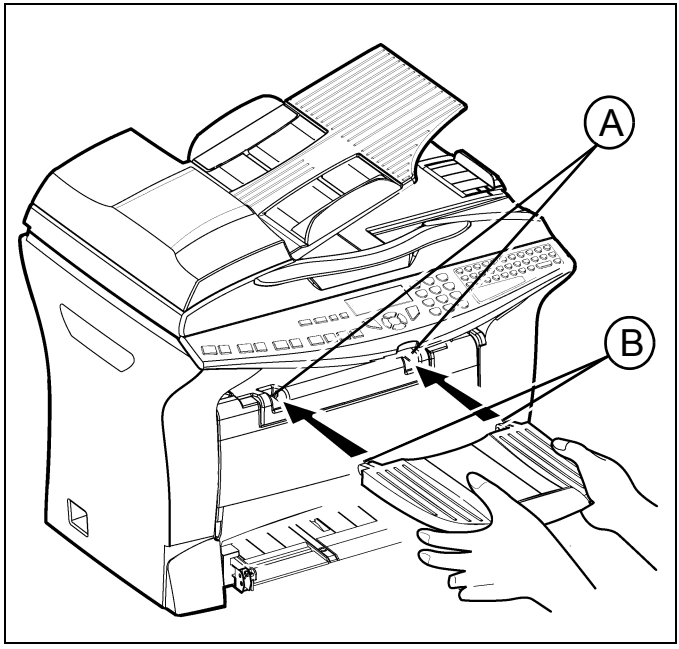
## INSTALLING THE SCANNER PAPER TRAY

☞ Secure the document feeder by fitting the two clips (**B**) in the notches (**A**) provided for this purpose.



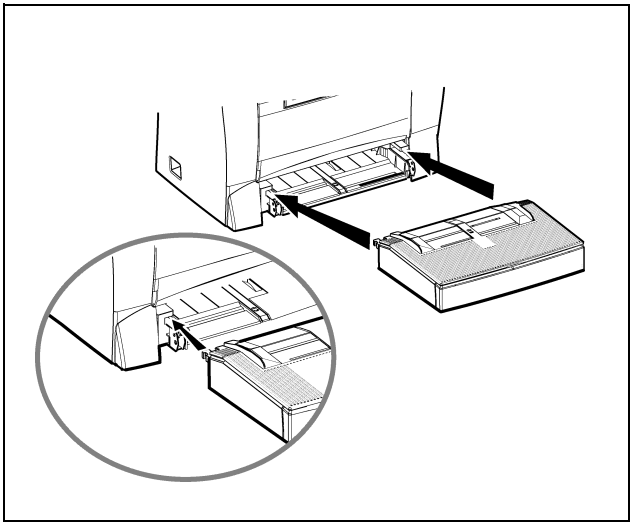
# INSTALLING THE PRINTER OUTPUT STACKER

☞ Insert the two clips (**B**) of the stacker into the notches (**A**) provided for this purpose.



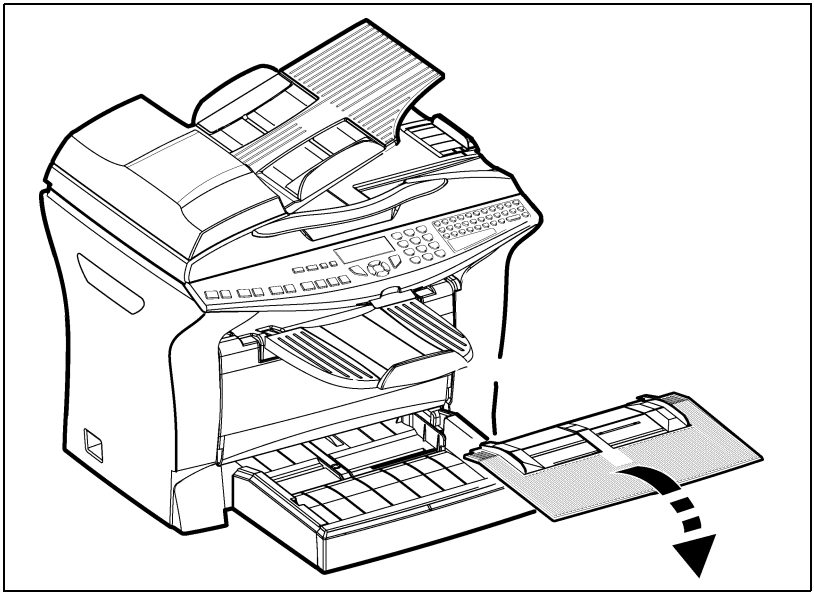
# INSTALLING THE PRINTER PAPER TRAY

☞ Laying the tray with the left and right clips to the printer, slowly press the tray until it has docked against the bottom of the notches (as shown in the drawing).

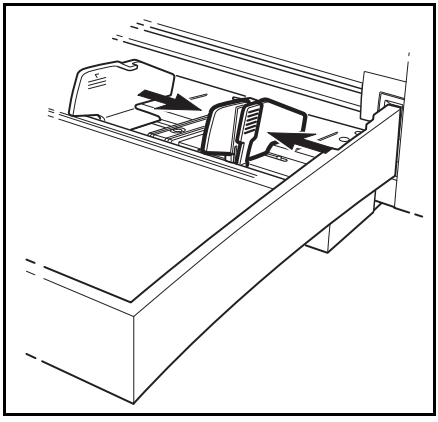


# LOADING PAPER

☞ Remove the cover from the printer paper tray.



☞ Press the paper size guide inside the tray on the right, in order to push both paper size guides to the left or to the right.



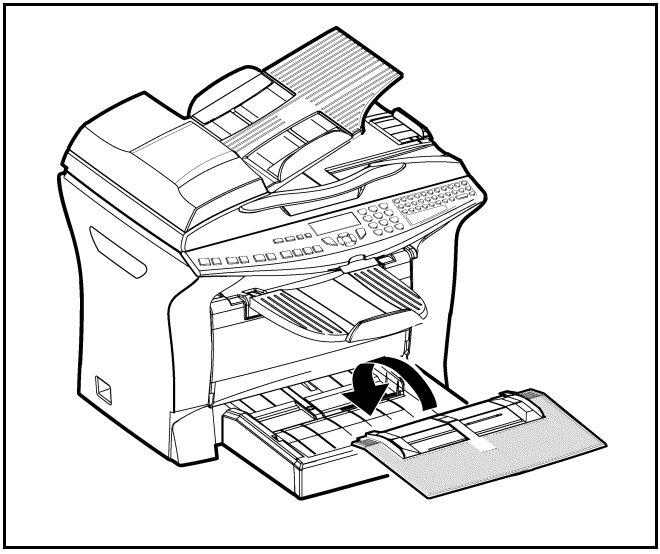
☞ Put a stack of paper into the tray (do not put in more than 250 pages). In case of letterhead paper, be sure to place the paper printed side up.

☞ Secure the stack of paper by pushing the paper size guides against the right and left edges of the stack.

***Note -*** **Do not add paper to the tray while the machine is printing.**

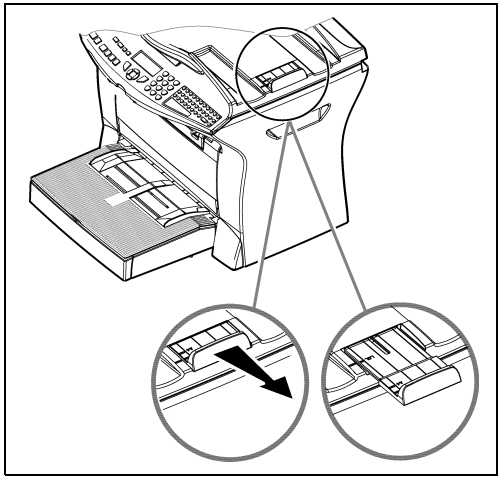
| **Paper useable in the printer** : | |
|---|---|
| Printer paper tray | 60 to 90 g/$m^2$ |
| Manual feed | 60 to 160 g/$m^2$ |

☞ Replace the printer paper tray cover.



# ADJUSTING THE ORIGINAL DOCUMENT OUTPUT TRAY

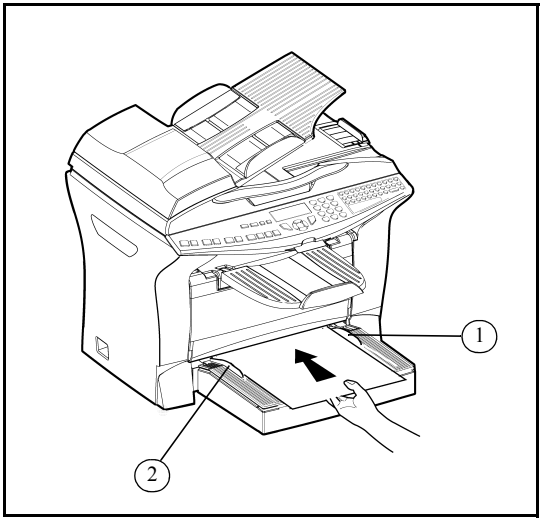
☞ Depending on the size of paper to scan, A4 or LGAL (LEGAL), adjust the supply stop.



# LOADING PAPER IN MANUAL MODE

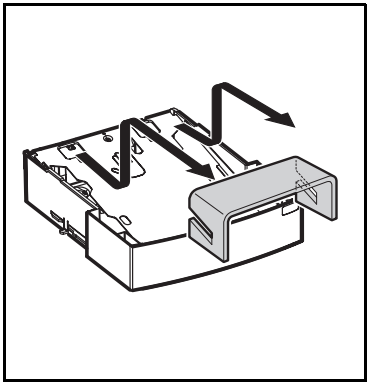
When printing on special paper, such as **60** to **160** g/m$^2$ maximum color paper or transparent file (laserprinter compatible), you should load the paper manually, up to 10 sheets maximum. Insert your sheet of paper or film between the two feed pawls 1 and 2 located on the paper tray cover until it stops in the printer.

☞ Adjust to the size of the paper or film using the paper size guide **1** or **2**.

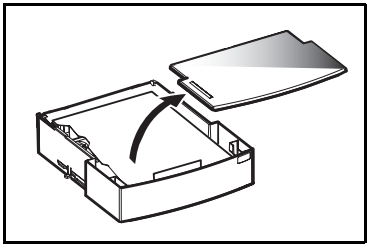


# INSTALLING THE SECOND PAPER TRAY (DEPENDING ON MODEL OR OPTION)

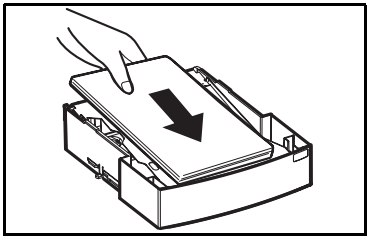
1. Remove the second paper cassette unit and tray 2 from their packaging, including the protective tape used to hold the various components in place.



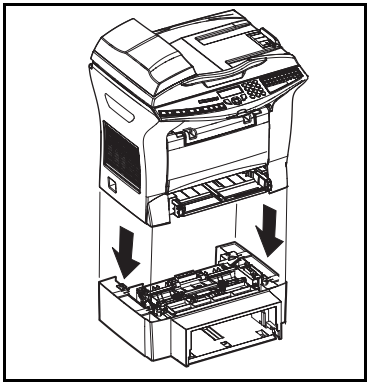
3. Remove the paper tray cover.



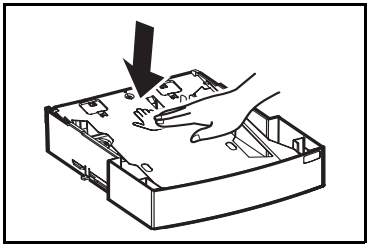
5. Put a stack of 500 paper sheets, maximum, into the paper tray, making sure to always position the paper so that the up-side, when the paper is packed, is always facing up.



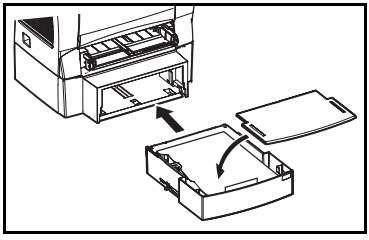
2. Position the printer above the additional paper tray unit. Align the coupling pins of the additional paper tray unit with the corresponding notches in the bottom of the printer.



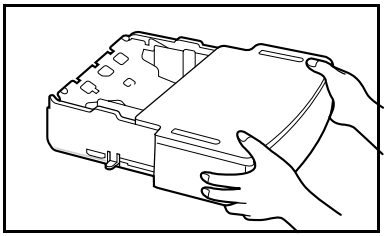
4. Press the support plate located on the paper tray until it locks into position.



6. Put the cover back onto the tray, and insert the paper tray into the additional paper unit.



***Note -*** Always get hold of the paper tray with both hands when removing it or putting it back into the additional paper unit.

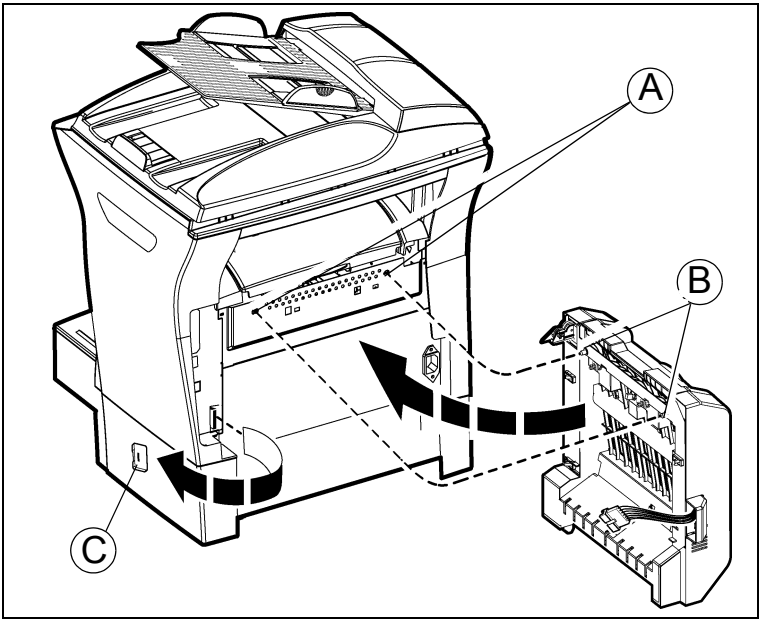


## INSTALLING THE DUPLEX-UNIT (DEPENDING ON MODEL OR OPTION)

After installation and connection, the duplex-unit will enable you to print, receive faxes or to receive local photocopies in mode.

☞ Switch off your terminal and pull out the mains plug.

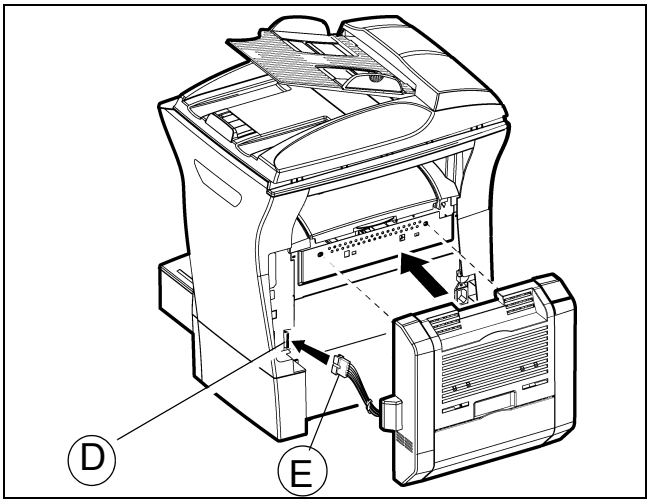
☞ Take the duplex unit out of its box and remove the protective film.

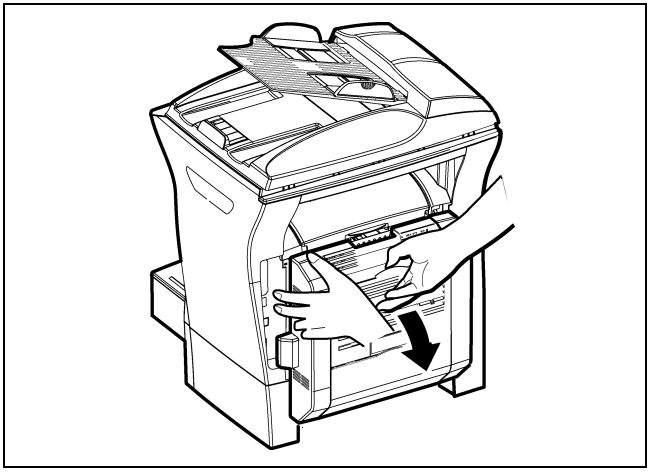



☞ Remove the connector cover (**C**) to obtain access to the connector.

☞ Clip the connector of the flat cable (**E**) of the duplex unit in the connector (**D**) located at the bottom left hand side of the terminal.

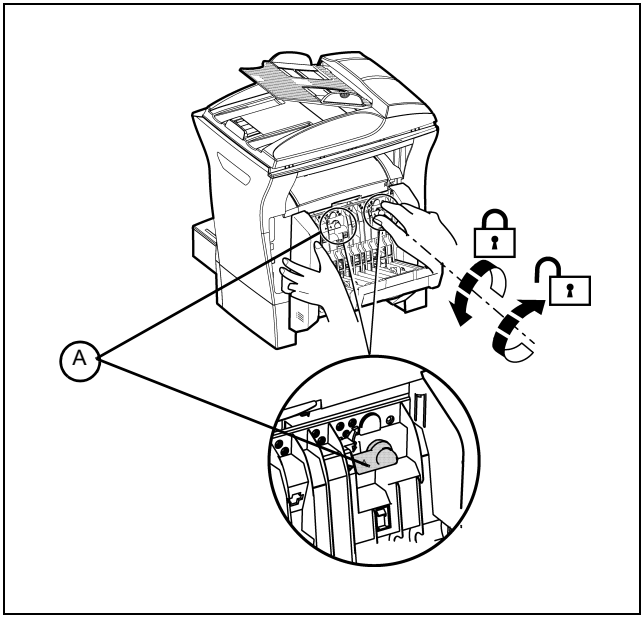
☞ Insert the two plastic clips (**B**) in the two slots (**A**) provided for this purpose.



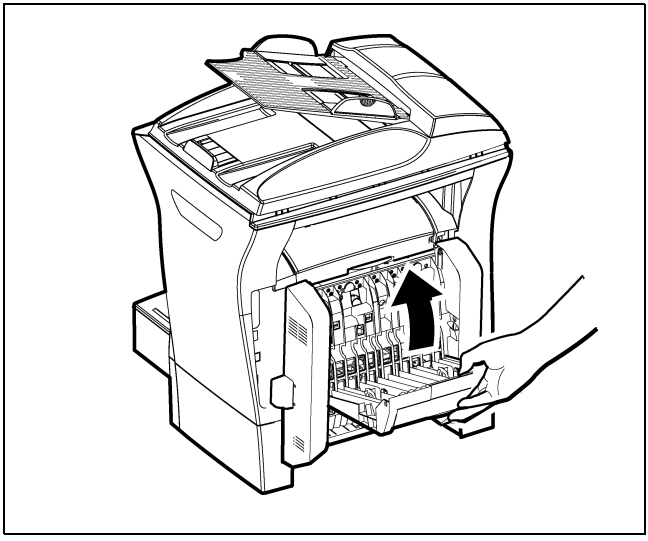



☞ Hold the module in its housing, tip the access door to the two blue-colored locking clips backwards.

☞ Hold the duplex unit in position and press the two blue colored clips firmly, one after the other, (**A**) while rotating them ¼ of a turn clockwise, to lock the duplex unit to the back of your terminal.

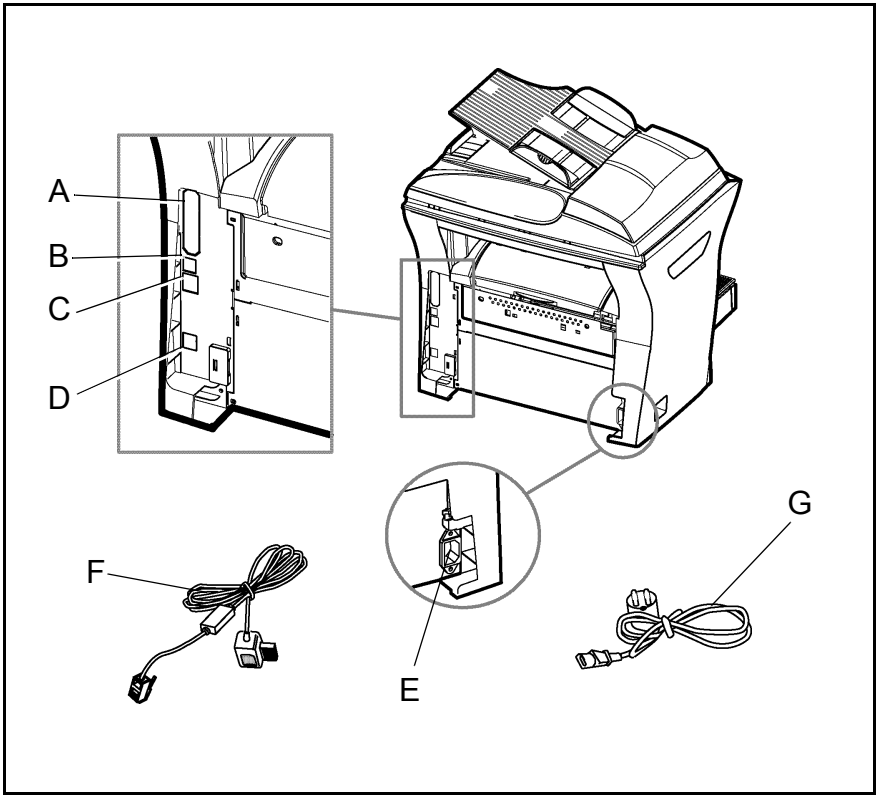



☞ Once the module is locked in position, close the door. The module is now ready to operate.



☞ Reconnect the mains plug and power the terminal using the mains switch located on the left hand side.

# CONNECTIONS




☞ Make sure the On/Off switch is in position **O** (Off).

A : Parallel port (depending on model)

B : USB Port

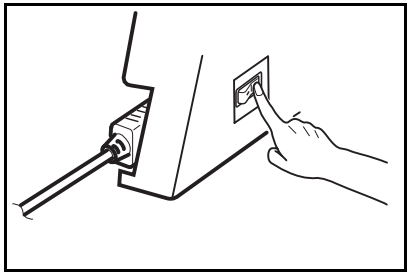
C : LAN socket (depending on model)

D : Telephone line socket

E : Mains plug

F : Mains line (model depending on country)

G : Mains power cord (model depending on country)



# TELEPHONE AND LAN CONNECTION

- ☞ Plug the end of the telephone line (F) into the terminal socket (D) and the other end into the wall telephone socket.
- ☞ LAN connection (depending on model). Plug end of the LAN cord (as provided by your network administrator) into the socket (C) of your terminal and the other end into your local network port dedicated to your terminal.

# POWER LINE CONNECTION AND SWITCH ON

***Caution -*** Refer to **Safety notes** in **Before Using the Machine**.

- ☞ Plug the end of the mains power cord (G) into the socket (E) of the terminal and the other end in the wall outlet.
- ☞ Set the On/Off switch to position "**I**" (**On**).

After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, refer to paragraph **Setting your machine**, page 4-1.

# 3 GETTING STARTED

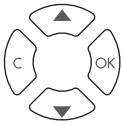
## NAVIGATION METHODS

### PRESENTATION

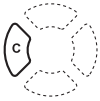
The navigator gives you access to the menus visible on screen.

### The navigator

This navigator has 4 keys and allows you to move within the menus available on your machine.

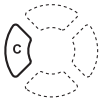


## Moving within the menus

| Enter the main menu. | Use key | Symbol used |
|---|---|---|
| Confirm entry and go to the following menu. | | **OK** |
| Select the next line in a menu. | | ▼ |
| Select the previous line in a menu. | | ▲ |
| Return to the previous menu. |  | **C** |
| Confirm and exit from the current menu. | | ⏎ |
| Exit without confirming from the current menu. | | ⊽ |

## Moving within a data entry field

| To | Use key | Symbol used |
|---|---|---|
| Move to the right. | | ▼ |
| Move to the left. | | ▲ |

| To | Use key | Symbol used |
|---|---|---|
| Confirm your entry. | | **OK** |
| Delete a character by moving the cursor to the left. |  | **C** |
| Confirm your entry and return to the initial screen. | | |

## The display screen

The screen has two lines of 16 characters.

The cursor ▶ shows the line you selected.

```
1 ▶ DIRECTORY
2   SETUP
```

For menus with more than two choices, use the arrows ▲ or ▼ of the navigator to obtain the next (hidden) lines of the menu (3,4, etc.).

# ACCESS TO FUNCTIONS

Access to functions may be achieved in two ways.

- Menu-driven access.
- Direct function access.

## Menu-driven access

You can print the guide to find out the number of a function by pressing the key or by scrolling through the menus, as indicated below.

☞ Press the ▼ key, the functions menu appear.

```
1▶ DIRECTORY
2  SETUP
```

☞ Use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required function.

```
4    SMS SERVICE
5 ▶  PRINT
```

☞ Validate your choice by pressing **OK**.

☞ When in the selected menu, use the ▲ or ▼ navigator arrows to move the cursor ▶ in front of the required sub-function.

```
51▶  FUNCTIONS LIST
52   LOGS
```

☞ Validate your choice by pressing **OK**.

***Note -*** The Duplex version cannot be used to print the guide. Therefore it can only be printed on one side.

## Direct access by number

You may print the functions list (M **51 OK**) to find out the number of a function.

**From the stand-by mode:**

☞ Press the M key, enter the number of the required function and validate your choice by pressing **OK**.

# GUIDE TO FUNCTION LIST

**MAIN MENU 1:** ***DIRECTORY***

| Functions | Function description | Page |
|---|---|---|
| **11** OK - NEW CONTACT | Enter a new contact in the directory | p. 5-2 |
| **12** OK - NEW LIST | Enter a relay broadcast list | p. 5-4 |
| **13** OK - MODIFY | Modify a record or a list | p. 5-5 |
| **14** OK - CANCEL | Delete a record or a list | p. 5-6 |
| **15** OK - PRINT | Print the directory | p. 5-6 |
| **16** OK - SAVE/LOAD | Store the directory on a chip card | |
| **161** OK *SAVE* | Save the directory to a chip card | |
| **162** OK *LOAD* | Load the directory from a chip card | |
| **17 OK** - IMPORTATION | Enable directory importation by e-mail[A] | p. 5-8 |
| **18 OK** - EXPORTATION | Export the directory by e-mail[A] | p. 5-8 |

A.Inaccessible if Menu 91 SUPPLIER is on **WITHOUT ACCESS**

**MAIN MENU 2:** ***SETUP***

| Functions | Function description | Page |
|---|---|---|
| **21** OK - DATE/TIME | Enter the date and the time | p. 4-2 |
| **22** OK - NUMBER / NAME | Enter your name and your number | p. 4-2 |
| **23** OK - SEND | Transmission settings | |
| **231** OK *SEND REPORT* | Choose to print the communication report | p. 4-4 |
| **232** OK *MEMORY SEND.* | Send from feeder or memory | p. 4-5 |
| **233** OK *ECO PER* | Set the economy period | p. 4-5 |
| **24** OK - RECEPTION | Reception settings | |
| **241** OK *REC. PAPER* | Accept reception without paper | p. 4-6 |
| **242** OK *NBR OF COPIES* | Number of copies of received documents | p. 4-6 |
| **243 OK** *PC RECEPT.* | Choice for PC reception | p. 4-7 |
| **244 OK** *DUPLEX* | Received fax printing in Recto /Verso mode | p. 4-8 |
| **25 OK** - NETWORKS | Setting networks | p. 4-3 |
| **251 OK** *TEL. NETWORK* | Adjust tel. network settings | p. 4-3 |
| **2511 OK** *NETWORK TYPE* | Selection of network type | |
| **252 OK** *PREFIX* | Activate the dialing prefix | p. 4-4 |
| **2521 OK** *SIZE NUMBER* | Minimum size number to be send with prefix | |
| **2522 OK** *PREFIX SETTING* | Setting dialing prefix | |
| **253 OK** *LOCAL NETWORK* | LAN parameters settings (depending of model) | p. 4-11 |
| **2531 OK** *CONFIGURATION* | Select configuration mode | p. 4-12 |
| **2532 OK** *IP ADRESSE* | Fax IP address | p. 4-12 |
| **2533 OK** *SUBNET MASK.* | Subnet mask | p. 4-12 |
| **2534 OK** *GATEWAY* | Gateway #1 address | p. 4-12 |
| **2535 OK** *IEEE ADRESSE* | Fax IEEE address | p. 4-12 |
| **2536 OK** *NETBIOS 1* | NetBIOS name 1 | p. 4-12 |
| **2537 OK** *NETBIOS 2* | NetBIOS name 2 | p. 4-12 |
| **29 OK** - TECHNICALS | Technicals parameters | p. 4-8 |

### MAIN MENU 2: *SETUP*

| Functions | Function description | Page |
|---|---|---|
| **20 OK** - GEOGRAPHICAL | Geographical settings | p. 4-3 |
| **201 OK** *COUNTRY* | Choice of country and language | p. 4-3 |
| **202 OK** *NETWORK* | Choice of country | p. 4-3 |
| **203 OK** *LANGUAGE* | Choice of language | p. 4-3 |

### MAIN MENU 3: *FAX*

| Functions | Function description | Page |
|---|---|---|
| **31** OK - TRANSMISSION | Single- and multiple-address transmission | p. 6-5 |
| **32** OK - ECO TRANS. | Send a document during the economy period | p. 4-5 |
| **33** OK - POLLING RX | Polling request | p. 6-20 |
| **34** OK - POLLING TX | Deposit a document | p. 6-19 |
| **35** OK - MBX SENDING | Send to a mailbox | p. 6-25 |
| **36** OK - MBX POLLING | Poll a mailbox | p. 6-25 |
| **37** OK - BROADCAST | Broadcast transmission | p. 4-7 |
| **38** OK - FAX ANSW. | Control of fax answering machine | p. 4-5 |
| **381 OK** ***PRINT*** | Print fax messages stored in the memory | p. 4-6 |
| **382 OK** *ACTIVATION* | Activating or deactivating the answering machine | p. 4-6 |
| **383 OK** *ANSWER CODE* | Saving an access code | p. 4-6 |
| **39 OK** - REROUTING | Rerouting of received messages | p. 6-6 |
| **391 OK** *ACTIVATION* | Rerouting activation | p. 6-6 |
| **392 OK** *DESTINATION* | Choice your destination | p. 6-7 |
| **393 OK** *COPY* | Printing activation of rerouting fax | p. 6-7 |

### MAIN MENU 4: *SMS SERVICE*

| Functions | Function description | Page |
|---|---|---|
| **41 OK** - SEND SMS | Send SMS | p. 4-20 |
| **42 OK** - READ SMS | Read SMS received | p. 4-22 |
| **43 OK** - DELETE SMS | Delete SMS received | p. 4-21 |
| **431 OK** *SELECTION* | Select SMS to delete | p. 4-21 |
| **432 OK** *SMS READ* | Delete all SMS read | p. 4-21 |
| **433 OK** *ALL* | Delete all the SMS read in memory | p. 4-21 |
| **44 OK** - PRINT SMS | Printing SMS received | p. 4-22 |
| **441 OK** *SELECTION* | Select SMS message to print | |
| **442 OK** *NEW* | Print new SMS messages | |
| **443 OK** *ALL* | Print all SMS messages received | |
| **45 OK** - PARAMETERS | SMS service / SMS parameters | p. 4-20 |
| **451 OK** *AUTO PRINT* | Automatically print SMS received | p. 4-20 |
| **452 OK** *SMS BEEP* | Beep on SMS reception mode | p. 4-20 |
| **453 OK** *SENDER NAME* | Choose to show/hide sender name | p. 4-20 |
| **454 OK** *TERM. ADDR.* | Terminal address | p. 4-20 |
| **46 OK** - SERVER | SMS servers settings | p. 4-22 |
| **461 OK** *SMS CENTRE 1* | Number of main SMS centre | p. 4-22 |
| **4611 OK** *SEND NO* | Transmission number | p. 4-23 |
| **4612 OK** *RECEIVE NO* | Reception number | p. 4-23 |
| **462 OK** *SMS CENTRE 2* | Number of secondary SMS centre | p. 4-23 |
| **4621 OK** *RECEIVE NO* | Reception number | p. 4-23 |

**MAIN MENU 5:** ***PRINT***

| Functions | Function description | Page |
|---|---|---|
| **51 OK** - FUNCTIONS LIST | Function list printing | p. 6-18 |
| **52 OK** - LOGS | Print TX and RX logs | p. 6-17 |
| **53 OK** - DIRECTORY | Print the directory | |
| **54 OK** - SETUP | User parameters printing | p. 6-18 |
| **55 OK** - COMMANDS | Commands list printing (see **65 OK**) | |
| **56 OK** - LISTE MBX | Mbx list printing (see **75 OK**) | |
| **57 OK** - PCL FONTS | Internal PCL fonts printing | p. 6-18 |
| **58 OK** - SGSCRIPT FONTS | Internal SG Script fonts printing | p. 6-18 |

**MAIN MENU 6:** ***COMMANDS***

| Functions | Function description | Page |
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**MAIN MENU 9: *INTERNET***

| Functions | | Function description | Page |
|---|---|---|---|
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| **974 OK** | *PASSWORD* | Supplier's password | |

A.These menus will appear only with valid ISPN setting

# 4 SETTING YOUR MACHINE

## MAIN SETTINGS

At machine powerup, the screen displays:

You have to set the date and time, telephone network, language parameter and verify the other parameters listed below.

# EMBEDDED WEB SERVER

The same parameters can be set locally or remotely.

## Prerequisites

To set your unit remotely, you need:

A Web browser (Internet Explorer version 4 or higher for optimum operation). Define the local network setting parameters of your unit (IP address, sub-network mask...). Your network administrator will give these parameters to you. When you have this data, refer to paragraph **Local Area Network (LAN) settings (depending on model)**, page 4-11 in order to complete the necessary fields.

## Access to the Web server

- ☞ Open a Web browser from a PC registered on the network.
- ☞ Enter the IP address of the terminal you want to configure in the address field.
- ☞ Confirm by pressing ENTER.
- ☞ The welcome window is displayed. Select the interface language.
- ☞ Modify the parameters you want to change on the screen then confirm.

# BEFORE TRANSMISSION

## Date/Time

At any moment you may change the date and time on this machine.

**To change the date and time:**

**▼ 21 OK - SETUP / DATE/TIME**

- ☞ Enter the numbers of the required time and date one after another,
  (for example **November 8 2004** at **9h33**, press 0 8 1 1 0 4 0 9 3 3) and press **OK** to confirm.

## Your fax number/your name

Your fax will print out your fax number on each document it transmits if you save this number and if the machine is set to **SENDING HEADER** (refer to paragraph **Technical parameters**, page 4-8).

**To save your fax number and your name:**

**▼ 22 OK - SETUP / NUMBER / NAME**

- ☞ Enter your fax number (20 digits max.) and press **OK** to confirm.
- ☞ Enter your name (20 characters max) then press **OK** to confirm.

# Type of network

You may connect your fax to either a PSTN or private network such as private automatic branch exchange (PABX). You must select the network which is the most convenient.

**To select the type of network:**

**▼ 251 OK - SETUP / NETWORKS / TEL. NETWORK**

☞ Select option **PABX** or **PSTN** then confirm your choice with **OK**.

# Geographical settings

These settings will enable you to use your machine in different preset countries using different languages.

## Country

By choosing a country, you initialize:

- the settings for the public telephone network,
- the language by default.

**To select the country:**

**▼ 201 OK - SETUP / GEOGRAPHICAL / COUNTRY**

☞ Select the required option and press the **OK** key to confirm.

## Network

**This setting enables you to individually set the type of public telephone network so that your machine can communicate over the public network of the country you have chosen in compliance with the applicable standards.**

***Note -*** These settings are different from the **NETWORK TYPE** (p. 2-5), which allows you to choose between public and private network.

**To select the network:**

**▼ 202 OK - SETUP / GEOGRAPHICAL / NETWORK**

☞ Select the required option and press the **OK** key to confirm.

## Language

**This setting enables you to choose a language other than that imposed by the COUNTRY setting.**

**To select the language:**

**▼ 203 OK - SETUP / GEOGRAPHICAL / LANGUAGE**

☞ Select the required option and press the **OK** key to confirm.

# Local prefix

This function is used when your fax is installed with a private network, behind a company's PABX. It allows you to program an additional automatic **local prefix** (to be defined), enabling you to automatically exit the company's telephone network system, but only under certain conditions:

- the company's internal numbers, where a prefix is not required, must be short numbers less than the **minimal size**,
- the outside numbers requiring a prefix, must be long numbers greater or equal to the **minimal size**.

Programming your fax with the local prefix consists of two steps:

- defining the **minimal size** (or equal) of the company's outside numbers,
- defining the outgoing **local prefix** of the company's telephone network. This prefix will automatically be added as soon as an external number is dialed.

***Note -*** If you define a local prefix, do not add it to the numbers stored in the directory, it will be automatically dialed with each number.

## Defining the minimal size and the local prefix

**▼ 252 OK - SETUP / NETWORKS / PREFIX**

☞ You can change the default value for the minimal size of the company's outside numbers and validate with **OK**. The minimal size will range between 1 and 30.

☞ Enter the outgoing local prefix of the company's telephone network (maximum 5 characters) and validate with **OK**.

# Transmission report

You may print a **transmission report** for all communications over the telephone network (STN).

You may choose between more than one criteria for printing reports:

- **WITH**: a report is given when the transmission was properly performed or when it is completely abandoned (but there is only one report per request),
- **WITHOUT**: no transmission report, however, your fax will note all transmissions that took place in its log (refer to paragraph **Logs**, page 6-17),
- **ALWAYS**: a report is printed with each transmission,
- **ON ERROR**: a report is printed only if the transmission failed or is abandoned.

With each transmission report from memory, a reduced version of the first page is automatically reproduced.

**To select the report type:**

**▼ 231 OK - SETUP / SEND / SEND REPORT**

☞ Select the required option **WITH**, **WITHOUT**, **ALWAYS** or **ON ERROR** and confirm your choice with **OK**.

## Document feed type

You may choose the way you want to feed your documents:

- from **memory**, transmission will take place only after memory storage of the document and dialing. It allows you to get your originals back quickly to free up the machine.
- from the **feeder of the sheet-feed scanner (**refer to paragraph **Document depositing**, page 6-1**),** transmission will occur after dialing. It allows transmission of larger documents.

**To select the way you want to feed your documents:**

**▼ 232 OK - SETUP / SEND / MEMORY SEND.**

☞ Select the option **MEMORY** or **FEEDER** and validate your choice with **OK**.

***Note -*** In feeder mode, the reduced image will not appear on the transmission report.

## Economy period

This function allows you to defer a fax transmission to "off-peak hours" and thus reduce the cost of your communications. The **economy period**, via the telephone network (at off-peak hours), is preset by default from 7.00 pm to 7.30 am. Nevertheless you may **change this time slot**.

**Modifying the economy period:**

**▼ 233 OK - SETUP / SEND / ECO PER.**

☞ Enter the hours of the new economy period and confirm your selection with the key **OK**.

**Using the economy period:**

**▼ 32 OK - FAX / ECO TRANS.**

Enter the call number and confirm with **OK**.

# BEFORE RECEPTION

## Fax answering machine

The Fax answering machine allows you to keep confidential documents in storage and to avoid printing them as you receive them.

The "Fax Messages" indicator light lets you know the state of your Fax answering machine:

- Light on: the answering machine is on.
- Blinking: your fax has documents in storage or is in the process of receiving faxes.
- Light off: memory full, the terminal cannot receive any more documents.

You can assure document confidentiality by using the 4 digit **access code**. Once saved, you will require this access code for:

- **printing** fax messages in memory,
- **activating or deactivating** the fax answering machine.

### Print fax messages stored in the memory

**▼ 381 OK - FAX / FAX ANSW. / PRINT**

☞ If you have defined an access code for your fax answering machine, enter it and press **OK**.

Documents received and stored in the memory are printed.

### Activating or deactivating the answering machine

**▼ 382 OK - FAX / FAX ANSW. / ACTIVATION**

☞ If you saved an access code for your fax answering machine, enter it and validate with **OK**.

Select the required option **WITH** or **WITHOUT** answering machine and confirm you choice with **OK**.

### Saving an access code

**▼ 383 OK - FAX / FAX ANSW. / ANSWER CODE**

☞ Enter the code (4 digits) and confirm with **OK**.

## Reception without paper

Your fax offers you the possibility to either accept or refuse document reception if your printer is unavailable (no paper...).

**If your fax printer is unavailable**, you may choose between two modes of reception:

- reception mode **WITHOUT PAPER**, your fax saves the incoming messages in the memory,
- reception mode **WITH PAPER**, your fax refuses all incoming subscribers.

**To select the reception mode:**

**▼ 241 OK - SETUP / RECEPTION / REC. PAPER**

☞ Select the option **WITH PAPER** or **WITHOUT PAPER** and confirm your choice with **OK**.

***Note -*** Paper out is indicated by a beep and a message on the screen. Received faxes are then stored in memory (icon "Fax messages" flashing) to be printed as soon as you add paper into the feeder.

## Number of copies

**You may print incoming documents more than once (1 to 99).**

**To set the number of each document received:**

**▼ 242 OK - SETUP / RECEPTION / NBR OF COPIES**

☞ Enter the wanted number of copies and confirm with **OK**.

At each document reception, your fax will print the number of copies requested.

# Relay broadcast

Your fax machine (initiator) can relay a document, in other words, transmit a document to your subscribers via a remote fax and with a precise relay list.

To do this the initiator fax and the remote fax must both have the relay function.

To relay you need to supply the remote fax with the document and the relay list number. The remote fax will then transmit this document to all subscribers on the list.

Once the relay is activated by your fax and as soon as the document is received by the remote fax, the document is printed before relaying to all subscribers on the list.

**To activate relay from your fax machine:**

- ☞ Insert the document to relay (refer to paragraph **Document depositing**, page 6-1).
- ☞ Select ▼ **37 OK- FAX / BROADCAST.**
- ☞ Enter the remote fax number where you will relay to or choose your dialing mode (refer to paragraph **Dialing**, page 6-3) and press **OK**.
- ☞ Enter the relay list number used by the remote fax and press **OK**.
- ☞ You may enter the time you wish to transmit the document next to the current time and press **OK**.
- ☞ If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY** , then press **OK**.
- ☞ If you wish, you may enter the number of pages of your documents before transmitting.
- ☞ Activate relay by pressing key ◇ .

The document in the feeder will be relayed either immediately or at a later time (according to your choice) to the remote fax which will relay the document.

# Fax or PC reception (depending on model)

**▼243 OK - SETUP / RECEPTION / PC RECEPT.**

This menu, combined with a software program installed on your PC (supplied or on option depending on model) will enable you to select the machine you wish to receive the documents on:

- fax.
- PC.
- PC if available, fax otherwise.

For more details, please refer to the instruction manual provided with the software kit.

# DUPLEX PRINTING (DEPENDING ON MODEL)

This function is only available if you have previously installed the duplex module and the additional paper tray at the back of your terminal.

After installing the Duplex module at the back of your multi-function terminal, you can print faxes received in two ways:

- **SINGLE SIDED**
- **DOUBLE SIDED**

All faxes received are printed according to the mode selected from the menu, no matter how the duplex key is set.

☞ To select the fax print mode :

**▼244 OK - SETUP / RECEPTION / DUPLEX**

☞ Select the required option **SINGLE SIDED** or **DOUBLE SIDED** and validate your choice with the **OK** key.

# TECHNICAL PARAMETERS

As delivered your fax is preset by default. However, you may adjust it to meet your requirements by resetting the technical parameters.

**To set the technical parameters:**

**▼29 OK - SETUP / TECHNICALS**

☞ Select the desired parameter and confirm with **OK**.

☞ With the keys ▲ or ▼, modify the parameter settings by following the table below and press **OK**.

| Parameter | Setting | Signification |
|---|---|---|
| **1 - SCANNING MODE** | **1 - NORMAL**<br>**2 - FINE**<br>**3 - SFINE**<br>**4 - PHOTO** | Default value of the scan mode resolution for the documents to be transmitted. |
| **2 - TX HEADER** | **1 - WITH**<br>**2 - WITHOUT** | If this parameter is on, your header will appear on all documents sent to your subscribers with your name, number, date and number of pages.<br>***Note:*** If you send a fax from the document loader, the transmission header will not appear on the document your correspondent receives. |

| Parameter | Setting | Signification |
|---|---|---|
| **3 - TX SPEED** | **1 - 33600**<br>**2 - 14400**<br>**3 - 12000**<br>**4 - 9600**<br>**5 - 7200**<br>**6 - 4800**<br>**7 - 2400** | Transmission speed for outgoing documents.<br>For a quality telephone line (compatible, no echo), communications occur at maximum speed.<br>However, it may be necessary to restrict the transmission speed for some calls. |
| **4 - ECHO PROTECT** | **1 - WITH**<br>**2 - WITHOUT** | If this parameter is on, the on-line echo will be reduced during long distance calls. |
| **6 - EPT MODE** | **1 - WITH**<br>**2 - WITHOUT** | For some long distance calls (satellite), the on-line echo may disturb the call. |
| **7 - COM. DISPLAY** | **1 - SPEED**<br>**2 - PAGE NUMBER** | Choice between transmission speed displayed or number of the page in progress. |
| **8 - ECO ENERGY** | **1 - WITHOUT**<br>**2 - DELAY 5 MIN**<br>**3 - DELAY 15 MIN**<br>**4 - DELAY 30 MIN**<br>**5 - STDBY PERIOD** | Choosing the printer standby delay: the printer will switch to standby after a delay (in minutes) of NON-operation or during the period of time of your choice. |
| **10 - RX HEADER** | **1 - WITH**<br>**2 - WITHOUT** | If this parameter is on, all documents received by your fax will include the subscriber's header with his name, number (if available) fax print date and the page number. |
| **11 - RX SPEED** | **1 - 33600**<br>**2 - 14400**<br>**3 - 9600**<br>**4 - 4800**<br>**5 - 2400** | Transmission speed for incoming documents.<br>For a quality telephone line (compatible, no echo), communications occur at maximum speed.<br>However, it may be necessary to restrict the transmission speed for some calls. |
| **12 - RINGS** | **2 TO 9** | Number of rings to automatically start your machine. |
| **20 - E.C.M.** | **1 - WITH**<br>**2 - WITHOUT** | This parameter helps correct the calls made on disturbed telephone lines. It is used when the lines are weak or too noisy. Transmission times may be longer. |
| **70 - NET VALID** | **06:01 TO 21:59** | This parameter lets you modify the period when the fax connects automatically to the Internet.<br>This menu is available only if the connection type is set to **PERIODIC** ( ▼ **941**). |
| **71 - NET ACTIVE** | **7 DAYS / WEEK**<br>**MON TO FRI** | This parameter lets you select the days of the week when the fax connects automatically to the Internet.<br>This menu is available only if the connection type is set to **PERIODIC** ( ▼ **941**). |

| Parameter | Setting | Signification |
|---|---|---|
| **72 - MODEM SPEED** | **1 - 56000**<br>**2 - 33600**<br>**3 - 14400**<br>**4 - 12000**<br>**5 - 9600**<br>**6 - 7200**<br>**7 - 4800**<br>**8 - 2400**<br>**9 - 1200**<br>**0 - 600** | Choice of maximum Internet transmission speed.<br>For a quality telephone line (compatible, no echo), communications occur at the maximum speed.<br>However, it may be necessary to restrict the transmission speed for some Internet calls (bad line or bad ISP settings). |
| **73 - IMPROVE REP @** | **1 - WITH**<br>**2 - WITHOUT** | This parameter lets you automatically register the Internet address of your subscribers fax during a call (if available). |
| **74 - ERASE MAILBOX** | **1 - WITH**<br><br><br><br>**2 - WITHOUT** | When the fax machine receives an e-mail with an attachment and cannot open it, it erases the message from the ISP MBX, prints and transmits with a notice of uncomprehension to the message sender.<br>At E-mail reception, the fax does not destroy the MBX message, it prints a **notice of uncomprehension** asking you to recuperate this message with your computer equipment. This parameter is useful only if you have PC equipment. The memory capacity is limited, you need to empty your MBX or else new messages may not be received. |
| **75 - TEXT ATTACHM.** | **1 - WITH**<br>**2 - WITHOUT** | Editing YES / NO and printing the received Internet documents. |
| **76 - ATTACHMENT FORMAT** | **1 - IMAGE**<br>**2 - PDF** | Default format of document sent on the Internet :<br>PDF : monochrome or color<br>IMAGE : monochrome (TIFF) or color (JPEG) |
| **77 - LAN SPEED** | **AUTO**<br>**100 FULL**<br>**100 HALF**<br>**10 FULL**<br>**10 HALF** | To define the communication speed of the peripheral units in relation to the implemented Local Area Network (LAN). |
| **80 - TONER SAVE** | **1 - WITH**<br>**2 - WHITHOUT** | Makes printing lighter to save toner cartridge ink. |
| **90 - RAW PORT** | **9100** | RAW network print port connection |
| **91 - PRINTER ERROR TIMEOUT** | **30 mn** | Time-out before document being printed is deleted following a print error in PC print mode |
| **92 - PRINTER WAIT TIMEOUT** | **15 seconds** | Wait time-out for data from PC before the task is deleted in PC print |

| Parameter | Setting | Signification |
|---|---|---|
| **93 - REPALACE FORMAT** | **1 - NO**<br>**2 - Letter / A4** | Page format change |
| **94 - PRINTER CLASS** | **PCL / PC KIT**<br>**PC KIT ONLY** | Printing in PCL-/Postscript Mode<br>Printing in GDI mode |

Your terminal is now configured.

# LOCAL AREA NETWORK (LAN) SETTINGS (DEPENDING ON MODEL)

Your terminal is a new generation machine that will be part of your local network just like a PC. Its built-in local network access card will enable you to send documents through an SMTP/POP3 local message server (internally or externally, depending on the settings of your message server).

To benefit from all the available network options, you should make the following settings, described in the sections below:

- local network settings, to introduce your fax machine into your local network.
- message service settings, for all your faxes and E-mails to be automatically managed by your message server.

***Note -*** Although rather simple, network settings sometimes require a sound knowledge of your own computer configuration. If that is administrated by anyone in your company, we recommend you ask that person for the settings described below.

## LOCAL NETWORK SETTINGS

### Automatic configuration

We recommend that you carry out a manual configuration of your terminal. The automatic configuration of the local network settings may be considered, if your local network features a DHCP or BOOTP server that can dynamically assign addresses to the peripheral devices present on the LAN.

**To automatically configure the local network settings:**

**▼ 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION**

☞ Choose **AUTOMATIC** and press **OK** to confirm. The terminal scans the local network for a DHCP or BOOTP server that can assign its settings dynamically (the message **SELF-CONF** is displayed).

☞ Once the message **SELF-CONF** has disappeared, check for the IP Address, Sub-network mask and Gateway address. If these are missing, you should carry out a manual configuration (see below).

# Manual configuration

To configure your terminal manually, you should obtain the usual information used to set a peripheral device (IP address, sub-network mask, network and gateway address).

**To configure the local network setting manually:**

**▼ 2531 OK - SETUP / NETWORKS / LOCAL NETWORK / CONFIGURATION**

☞ Choose **MANUAL** and press **OK** to confirm.

## IP address

**▼ 2532 OK - SETUP / NETWORKS / LOCAL NETWORK / IP ADRESSE**

☞ Enter the IP address of your terminal and press **OK** to confirm.

## Sub-network mask

**▼ 2533 OK - SETUP / NETWORKS / LOCAL NETWORK / SUBNET MASK.**

☞ Enter the sub-network mask of your terminal and press **OK** to confirm.

## Gateway address

**▼ 2534 OK - SETUP / NETWORKS / LOCAL NETWORK / GATEWAY**

☞ Enter the IP address of the network gateway and press **OK** to confirm.

# IEEE address (or Ethernet address) or MAC address

**▼ 2535 OK - SETUP / NETWORKS / LOCAL NETWORK / IEEE ADRESSE**

The Ethernet card of your terminal already has an unmodifiable, yet consultable, IEEE address.

# Netbios names

These names, which can be used with the network options, are used to identify your terminal machine from a PC connected to a local network (for instance with the name "IMP-NETWORK-1".

**▼ 2536 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 1**

**▼ 2537 OK - SETUP / NETWORKS / LOCAL NETWORK / NETBIOS 2**

☞ Enter the selected name (15 characters max) and press **OK** to confirm.

# MESSAGE SERVICE AND THE INTERNET

Your terminal lets you send and receive documents and E-mails from subscribers throughout the world over the Internet.
An E-mail is an electronic message sent over the Internet, to an E-mail address (which is a personal Internet mailbox).
Access to the Internet is possible thanks to an Internet service provider (ISP). The provider puts at your disposal a server, or computer system which allows you to connect to the Internet and your mailbox through your telephone line.

Before worldwide transmission, you must:

- **take out an Internet subscription** from an Internet Service Provider (ISP),
- check that all **initialization parameters correspond** to those provided by your ISP,
- perform the proper **settings**, if needed, for the Internet connection.

You may then **connect** yourself to the Internet via your ISP **to send and receive** fax-Internet or E-mails. Both operations will be performed during an Internet connection.

## INITIALIZATION PARAMETERS

You must **define** or, **at least check** all parameters needed to identify yourself with the Internet. Your ISP will provide you with these parameters as soon as you are registered with them.

The parameters are divided in three categories:

- **connection,** allows you to identify the dial up number, the connection identifier and the connection password,
- **message service**, allows you to define the message service identifier, the message service password and the E-Mail address,
- **servers**, allows you to identify the name of the OP address of Internet SMTP providers (send) and POP3 (MBX reception) and the address of DNS 1 and DNS 2 servers. The server address is made up of 4 groups of 3 digits maximum, separated by dots.
- **SMTP Authentification**, used to activate the authentification protocol when the SMTP server used requests this to end e-mails.

### Access to connection and message service parameters

**▼91 OK - INTERNET / SUPPLIER**

☞ Select the Internet provider from the list **NO ACCESS**, **PROVIDER_1**, **PROVIDER_2**, **PROVIDER_3**, **PROVIDER_4**, **PROVIDER_5**, **PROVIDER_6** or **LOCAL NETWORK**, and press **OK**.
Choosing **NO ACCESS** disables access to Internet functions. **OK**.

**▼92 OK - INTERNET / INIT. PROVIDER**

**▼921 OK - INTERNET / INIT. PROVIDER / CONNECTION**

☞ Enter the **CALL NUMB.**, press **OK**.

☞ Enter connection **IDENTIFIER**[1], press **OK**.

☞ Enter connection **PASSWORD**, press **OK**.

**▼922 OK - INTERNET / INIT. PROVIDER / MESS. SERV**

☞ Enter Email **IDENTIFIER**, press **OK**.

☞ Enter Email **PASSWORD**, press **OK**.

☞ Enter **E-MAIL ADR**, press **OK**.

## Access to servers parameters

**▼923 OK - INTERNET / INIT. PROVIDER / SERVERS**

☞ Enter **SMTP**, press **OK**.

☞ Enter **POP3**, press **OK**.

☞ Enter **DNS 1** (primary), press **OK**.

☞ Enter **DNS 2** (secondary), press **OK**.

### Access to the authentification SMTP parameters

**▼924 OK - INTERNET / INIT. PROVIDER / SMTPAUTHENT.**

In the **ACTIVATION** menu, select **WITH** to activate **SMTP** authentification then validate with **OK** key.

In the **PARAMETERS** menu, select **ID.MESS.SERV** to keep the same identification parameters as in the messaging service or **AUTHENT. SPEC.** to define other identification parameters, then validate with Access to SMTP authentification parameters by pressing **OK** key. When you select **AUTHENT. SPEC**, carry out the two following operations.

☞ Enter the **IDENTIFIER** then validate with **OK** key.

☞ Enter the **PASSWORD** then validate with **OK** key.

1. If the identifier has more than 16 characters, the text will automatically slide over to the left.

## Sample Internet settings for the terminal (56 kbps modem)

Your access provider should give you the following information:

| | |
|---|---|
| CALL NUMBER: | 08 60 00 10 00 |
| CONNECTION IDENTIFIER: | sg048944@wn.net |
| CONNECTION PASSWORD: | ***** |
| MESSAGE SERVICE IDENTIFIER: | demo jt12 |
| MESSAGE SERVICE PASSWORD: | ***** |
| E-MAIL ADDRESS: | demo2@example.co.jp |
| SERVER: | |
| SMTP | mail.example.co.jp |
| POP | mail.example.co.jp |
| DNS 1 | 192.168.1.1 |
| DNS 2 | 192.168.1.2 |

Non-functional data given by way of example.

You should then complete the following MENUS on your fax machine:

| | | |
|---|---|---|
| 91 | SUPPLIER | PROVIDER 1 |

### CONNECTION

| | | |
|---|---|---|
| 9211 | CALL NUMB. | 0860001000 |
| 9212 | IDENTIFIER | sg048944@wn.net |
| 9213 | PASSWORD | ***** |

### MESSAGE SERVICE

| | | |
|---|---|---|
| 9221 | EMAIL ID | demo jt 12 |
| 9222 | EMAIL PASSWORD | ***** |
| 9223 | E-MAIL ADR | demo2@example.co.jp |

### SERVERS

| | | |
|---|---|---|
| 9231 | SMTP | mail.example.co.jp |
| 9232 | POP3 | mail.example.co.jp |
| 9233 | DNS 1 | 192.168.1.1 |
| 9234 | DNS 2 | 192.168.1.2 |

**SMTP AUTHENT.**

| | | |
|---|---|---|
| 9241 | ACTIVATION | With or Without |

Your terminal is now configured.

# SETTINGS

The settings are divided into several categories:

- the **standard settings** define the connection type and frequency to the Internet as well as the transmission type for your documents,
- the **E-mail sorting** defines treatment for all stored E-mail messages received.

## Standard settings

Your machine has two types of settings that let you define:

- **The type and frequency of the connection** to your ISP.

| | |
|---|---|
| **SET TIMES** | an Internet connection is established every day at 9:00 am, 12:30 am and 5:00 pm[A] |
| **PERIODIC** | an Internet connection is established every 3 hours. (default value) |
| **ON DEMAND** | an Internet connection is established at your request by **IMMED. ACCESS** (refer to paragraph **Internet Connection**, page 4-18) |

A. To avoid Internet access saturation, the automatic connection will occur in reality 12 minutes, give or take, around the requested time.

- **Type of transmission** over the Internet.

| | |
|---|---|
| **IMMEDIATE** | document transmission will occur immediately at each transmission request |
| **DURING CONNECTIONS** | transmissions will only occur at programmed connections **SET TIMES** or **PERIODIC TYPE** |

At any moment you may **print** the settings of your machine to know their status.

### Selecting the connection type

**▼ 941 OK - INTERNET / SETTINGS / CONNEC. TYPE**

☞ Select one of the connection options among **SET TIMES**, **PERIODIC** or **ON DEMAND** and press **OK** to confirm.

### Selecting the transmission type

▼ **942 OK** - **INTERNET** / **SETTINGS** / **SEND TYPE**

☞ Select one of the send options **IMMEDIATE** or **DURING CNX** then press **OK** to validate.

### Changing the connection period (PERIODIC type)

▼ **943 OK** - **INTERNET** / **SETTINGS** / **PERIOD**

☞ With the **PERIODIC** mode, enter the new connection period by means of the numerical keypad (between 00:01 am and 11:59 pm) and press **OK** to confirm.

An Internet connection will be established every three hours (default value).

### Selecting the print mode for the deposit notice

▼ **944 OK** - **INTERNET** / **SETTINGS** / **DEPOSIT NOTI**

☞ Select one of the deposit notice options **WITH, WITHOUT, ALWAYS** or **ON ERROR** and press **OK** to confirm.

### Printing the Internet settings

▼ **945 OK** - **INTERNET** / **SETTINGS** / **PRINT**

The Internet settings are printed.
These settings may also be printed together with all the other settings of your machine (refer to paragraph **Printing the machine settings**, page 6-18).

## Mail sorting

This function lets you choose the mode for all Internet documents stored in your mail box.
You have three choices:

- **F@X ONLY**, lets you poll and print E-Mails in your machine.
- **PC ONLY**, lets you keep your E-Mails in your mailbox for later use with a computer (no E-Mail poll),
- **SHARE PC** lets you:
  - if your PC and fax have two different addresses, transfer all mails or only those with attachments to a PC,
  - if your PC and fax share the same address, use the fax as a printer for E-Mails for the PC.

▼ **96 OK** - **INTERNET** / **TRI MAILS**

### F@X Only mode

☞ Select option **F@X ONLY** and press **OK** to confirm.

All E-Mails are polled and printed.

### PC Only mode

☞ Select option **PC ONLY** and press **OK** to confirm.

The E-mails are neither polled nor printed and they may be used with a computer.

At each connection, the number of E-mails in your mailbox is displayed on the screen.

## Share PC mode

☞ Select option **SHARE PC** and press **OK** to confirm.

You may choose to transfer your E-mails to a PC or use the fax as an E-mail printer.

**To transfer the E-Mails to a PC:**

☞ Select option **WITH PC TRANS.** and press **OK** to confirm.

☞ Enter the E-Mail address of the computer you wish to transfer your E-Mail and press **OK** to confirm.

☞ Select your option from the table below and press **OK** to confirm.

| Menu | Description |
|---|---|
| **SEND ALL MAILS** | All E-Mails are sent to the PC. |
| **UNUSABLE ATTAC** | The fax machine polls and prints the usable E-mails and transfers to the PC mailbox all the E-mails containing attachments it cannot use. |

**To use the fax as an E-Mail printer:**

☞ Select option **W/O PC TRANS** and press **OK** to confirm.

☞ Select your option from the table below and validate with **OK**.

| Menu | Description |
|---|---|
| **DELETE MAILS** | The E-mails opened and read by the fax (w/o attachment) are erased after the fax has printed. |
| **SAVE MAILS** | The E-mails opened and read by the fax are not erased. |

At each connection, the number of E-mails still present in your mailbox are displayed on the screen.

# INTERNET CONNECTION

An Internet connection is made with an ISP. It allows both document sending and reception while connected.
A connection takes place the following way:

- Send to one or more of your subscriber's Internet mailboxes, all fax-Internet documents waiting for transmission.
  If you are sending to a computer, the transmitted fax will be received as an attachment to an E-Mail.
- Reception of all fax-Internet and E-Mails deposited in your personal Internet mailbox.

You may connect either **immediately** or **automatically** depending on the time periods defined. The triggering of a **programmed Internet connection** depends on the **standard settings** of your machine.

## Immediate connection to the Internet

There are two methods to immediately connect to the Internet:

**Access through the menu:**

**▼93 OK - INTERNET / IMMED ACCES**

**Direct access:**

☞ Press the @ key twice.

## Programmed connection

An automatic connection to the Internet depends on how your machine is programmed and more particularly on the standard settings (refer to paragraph **Standard settings**, page 4-16).

# DEACTIVATING THE INTERNET FUNCTION

If you do not wish to use the Internet functions:

**▼91 OK - INTERNET / SUPPLIER**

☞ Select **NO ACCESS** in the ISP list and confirm with **OK**.

# THE SMS SERVICE

Thanks to the SMS button you can send an SMS to subscribers all over the world. An SMS (Short Message Service) is a service which permits short written messages to be sent to mobile phones or other SMS-compatible devices.

The number of characters you can send per message is dependent upon the service provider and the country you are sending your SMS from (e.g. Germany 160 characters, Italy 640 characters).

The SMS service is dependent upon the country and the service provider.

***Note -*** There is a special scale of charges for the SMS service.

## SMS PARAMETERS

This menu is used to set several options:

- automatic SMS print on reception,
- beep activated during SMS reception,
- send your details activated,
- the address of your terminal.

The address is only modified if several terminals are installed on your line. It is used to differentiate between two machines during SMS reception.

When you want a contact to send SMSs to the terminal you choose, you must send him your line number and the destination terminal address.

If your contact does not add the address of the terminal, the SMS will be received in the terminal with address 0.

**▼45 OK - SMS SERVICE / PARAMETERS**

☞ Automatic print of SMS received.

**▼451 OK - SMS SERVICE / PARAMETERS / AUTO PRINT**

☞ Select the option **WITH** or **WITHOUT** automatic print, then validate with **OK** key.

☞ Beep activated on SMS reception

**▼452 OK - SMS SERVICE / PARAMETERS / SMS BEEP**

☞ Select the option **WITH** or **WITHOUT BEEP** on reception, then validate with **OK** key.

☞ Presentation of SMS sender

**▼453 OK - SMS SERVICE / PARAMETERS / SENDER NAME**

☞ Select the option **WITH** or **WITHOUT** presentation of the sender, then validate with **OK** key.

☞ Terminal address

**▼454 OK - SMS SERVICE / PARAMETERS / TERM. ADDR.**

☞ Enter the terminal number, then validate with **OK** key.

# SENDING AN SMS

**To send an SMS to any SMS-compatible devices:**

☞ Press the SMS key

☞ Write your SMS by means of the Qwerty keypad

To do so, you have a true editor at your disposal:

- for the **upper case letters**, use the ↑
- to **move** inside the data entry field, use the ▲ or ▼ keys
- to **move** in the text from one word to another, press the **CTRL** key and one of the navigator keys
- to **go** to the next line, use the ↵ key
- to **delete a character** (by moving the cursor to the left), use the ← or **C** key

☞ Press the SMS key to confirm your entry.

☞ Dial the number of the recipient (mobile phone or any other SMS-compatible device) in one of the following ways:

- dial the number by means of the numerical keypad
- enter the first letters of the recipient name
- press the 🕮 key until the required name appears (names are classified in alphabetical order)

- Press the ◇ key to send the SMS.

☞ Your SMS may be sent to only one person or to several people. To send an SMS:

- to only one person, press the SMS key to confirm
- to several people:
  - press the * key and enter the next person's name,
  - repeat the operations as many times as required (10 persons max.). Press the SMS key to confirm.

**SENDING SMS** is displayed as the SMS is being sent.

- If SMS appears, then the SMS has been put on hold and a further attempt will take place a couple of minutes later. To immediately execute or cancel transmission, refer to paragraph **Transmission waiting queue**, page 6-10.
- To check the SMS has been sent properly, you may print the transmission/reception log (▼ **52 OK - PRINT /LOGS**, p. 3-7).

## ERASE AN SMS

Proceed as follows to erase an SMS:

**▼43 OK - SMS SERVICE / DELETE SMS**

☞ Select the messages to erase.

**▼431 OK - SMS SERVICE / DELETE SMS / SELECTION**

☞ Select **SELECTION** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Erase messages already read.

**▼432 OK - SMS SERVICE / DELETE SMS / SMS READ**

☞ Select MESSAGES READ using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

☞ Erase all messages from memory.

**▼433 OK - SMS SERVICE / DELETE SMS / ALL**

☞ Select **ALL** using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

☞ Select **ALL** using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

# SMS RECEPTION

SMS messages received are automatically printed (you can modify this setting with ▼ **451 OK** Auto print). If you disable automatic printing, the messages are automatically stored in the memory.

## SMS read

☞ Access by menus:

**▼42 OK - SMS SERVICE / READ SMS**

- **Direct access**

☞ Press key SMS .

☞ Select **READ SMS** using keys ▲ and ▼ and validate with **OK** key.

☞ Select a message using keys ▲ and ▼ and validate with **OK** key.

☞ Scroll messages using keys ▲ and ▼ .

## Print an SMS

☞ Access by menus:

**▼44 OK - SMS SERVICE / PRINT SMS**

- **Direct access**
- Select **PRINT SMS** using keys ▲ and ▼ and validate with **OK** key.
- Select **SELECTION** (to choose messages to print), **NEW** (to print all unread messages) or **ALL** (to print all messages in memory) using keys ▲ and ▼ and validate with **OK** key.

☞ Confirm with **OK** key.

# SMS SERVER

This menu is used to set the transmission and reception numbers of your SMS centers. They will be provided by your access provider. You can define two SMS centres, one main and one secondary. The secondary centre may only be used for SMS reception.

Access to server mode

**▼46 OK - SMS SERVICE / SERVER**

Define SMS centre numbers 1

**▼461 OK - SMS SERVICE / SERVER / SMS CENTRE 1**

Define send number

**▼4611 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / SEND NO**

☞ Enter the send number of your main SMS centre, then validate with **OK** key

Define reception number

**▼4612 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO**

☞ Enter the reception number of your main SMS centre, then validate with **OK** key.

Define SMS 2 Centre numbers

**▼462 OK - SMS SERVICE / SERVER / SMS CENTRE 2**

Define reception number

**▼4621 OK - SMS SERVICE / SERVER / SMS CENTRE 1 / RECEIVE NO**

☞ Enter the reception number of your secondary SMS centre, then validate with **OK** key.

# 5 DIRECTORY

Your fax lets you create a directory by memorizing **subscriber records** and **subscriber lists**.

- Your machine can store up to **500 subscriber records** with names and phone numbers.
- You may also group several names to build a subscriber list with up to **32 subscriber lists**. A subscriber list is made from the subscriber records already stored.

For **all subscriber records or subscriber lists** you may:

- create
- consult
- modify contents
- delete
- print the directory

You may save and if needed load your directory. To proceed, you need to contact your reseller and purchase the optional "Directory card". This gives you access to functions **161** and **162** (refer to paragraph **Guide to function list**, page 3-5). To proceed, you need to contact your reseller and purchase the optional kit "save".

# CREATING SUBSCRIBERS RECORD

☞ For each contact record, complete the fields listed below. Only fields with the Name and Telephone number have to be completed:

- Contact **NAME**,
- **TEL** and fax number of contact,
- **E-mail** address, example: dupont@example.co.jp,

**or**

- **FTP** address, example: 192.168.1.1

***Note -*** If you have not entered an e-mail address, then you have the possibility of entering an FTP address (for archiving purposes).

- **FORMAT**: by default, the attachment is PDF or Image (.tiff or .jpeg)
- **RECORD NUMBER**: this number is automatically allocated by the fax (you can, none the less, modify it). It gives you quick access to the directory,
- **RATE** send fax you can choose for each contact the minimum send rate for faxes you send to him. Available rates are 2400, 4800, 7200, 9600, 12000, 14400 and 33600 bits per second. The maximum speed can be used if the telephone line is of good quality, meaning appropriate, without echo.

***Note -*** If a contact has the two fields **TEL** and **E-MAIL** completed, the validation key ( ◇ **or** @ ) will define whether the document is sent by telephone network or via the internet.

## ADDING A RECORD

**▼11 OK - DIRECTORY / NEW CONTACT**

☞ Your fax has just created a new record, fill it in by first entering your subscriber's name then validate with **OK**.

### To associate an e-mail address :

***Note -*** You can stop the list creation at any time by pressing ⊽.

☞ Enter the person's fax number[1] and press **OK** to confirm.

☞ Enter the E-Mail address of your subscriber and press **OK** to confirm.

☞ Your subscriber's ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Select the option **WITH** assigned key if you want to assign a letter (shortcut key) to your subscriber. The first available letter appears by default. If you want to change it, scroll the letters by menas of the ▼ or ▲ keys, and press **OK** to confirm.

1. If your machine is connected to a PABX, you may need to insert a pause for dial tone (symbolized by the sign / in the number) **except** if a local prefix is already programmed (see § Local Prefix)

☞ If need be, select the appropriate transmission speed to send your faxes, and confirm your choice by pressing the **OK** key.

**To associate an FTP address :**

☞ Do not enter the e-mail address.

☞ Enter the FTP address of the contact, then validate with **OK** key (for example: 134.1.22.9).

☞ Enter the FTP user name (for example: Durand).

☞ Enter the PASSWORD of the FTP user.

☞ If necessary, enter the file destination directory (when this field is not completed, the files are stored directly under the root) of the FTP server (for example: server name / Durand).

☞ Define the attachment format (Image or PDF), then validate your choice with the **OK** key.

☞ A number allocated to your contact will be automatically displayed on the screen. If you do not want to use this number, it can be modified by entering another number, then validating with **OK** key.

☞ Select the option **WITH** the associated key if you want to associate a letter (shortcut key) with your contact. The first letter free is displayed by default. If you want to modify this, scroll through the alphabet by using keys 6 or 5, then validate your choice with the **OK** key.

☞ Select, if necessary, the appropriate send rate for a fax intended for your contact, then validate your choice with the **OK** key.

# CREATING SUBSCRIBERS LISTS

A subscriber list is made from the subscriber records already stored.

For each list fill in the following lines:

- **NAME** of the list
- **NUMBER ASSIGNED** to the list, this number is automatically assigned by the fax. It allows quick access to the answering machine.
- **LIST COMPOSITION**, it lists the ID numbers assigned to the subscribers records included in the list.
- **LIST NUMBER**, a number lets you identify the list filed under (L).

A list may include both fax and internet subscribers.

The same subscriber may be included in different lists.

***Note -*** It is impossible to add one subscriber list to another subscriber list.

# ADDING A LIST

**To add a list:**

**▼ 12 OK - DIRECTORY / NEW LIST**

☞ Your fax machine has just created a new list, fill it in by first entering the name of this list then confirm with **OK**.

***Note -*** You can stop a list or record creation at any time by pressing ⓧ. Also, you do not have to complete all the list characteristics as you create it; you can save the list as it is by pressing ⓘ.

The empty field **ENTER ABR. NUM.** appears, you must fill in the ID numbers assigned to the subscriber records included in this list.

☞ There are three ways detailed in the table below, to choose and add one or more subscribers to your list. Then confirm your choice by pressing **OK**.

| From ... | Procedure |
|---|---|
| subscriber's name | ☞ With the alphanumeric keypad enter the first letters of your subscriber's name and continue until the whole name is displayed on the screen. |
| subscriber's ID number | ☞ Enter directly the subscriber's ID number. |
| subscribers directory | ☞ Press key 🕮 then select by means of the ▼ or ▲ keys . |

☞ For every subscriber included in the list repeat the above step then validate with **OK**.

***Note -*** You can stop record creation at any time by pressing ⓧ.

☞ The list ID number will automatically appear on the screen, if you wish to modify this number you may do so by choosing another free number and validate with **OK**.

☞ Press ⓘ to confirm your entry.

## ADDING OR DELETING A NUMBER FROM THE LIST

**▼ 13 OK - DIRECTORY / MODIFY**

☞ Select the subscriber list (L) by means of the ▼ or ▲ keys and validate your choice with **OK**.

☞ Press **OK** to display the **ENTER ABR. NUM.** field, and add or delete the subscriber as shown in the table hereafter:

| To ... | Procedure |
|---|---|
| add | ☞ Enter the subscriber ID number you wish to add and confirm with **OK**.<br>☞ Repeat this step for each added subscriber you want to add. |
| delete | ☞ Place the keys ▼ or ▲ , on the number you wish to delete.<br>☞ Press key C to delete the number assigned to the list.<br>☞ Repeat these 2 steps for each subscriber you wish to delete from the list. |

☞ Confirm the new list by pressing key ⓘ.

## CONSULTING A RECORD OR A LIST

☞ Press key 🕮.

The directory appears in alphabetical order.

☞ Select the subscriber record or subscriber list (L) you wish to consult.

## MODIFYING A RECORD OR A LIST

**▼ 13 OK - DIRECTORY / MODIFY**

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber list (L) you wish to modify and press **OK** to confirm.

☞ Modify the line or lines in the subscriber record or subscriber list and confirm each modification with **OK**.

***Note -*** You may confirm your modification by pressing ⓘ key , but you will exit the menu and may not be able to modify the following lines.

# DELETING A RECORD OR A LIST

**▼ 14 OK - DIRECTORY / CANCEL**

The directory appears in alphabetical order.

☞ Use the ▲ or ▼ keys to select the subscriber record or subscribers list (L) you wish to delete and confirm with **OK**.

☞ Press again **OK** to confirm your deleting.

The record or list is deleted from the directory.

# PRINTING THE DIRECTORY

**You may print all the numbers stored in the directory, including all the existing subscriber records or subscriber lists (or ▼ 53 OK).**

**To print the directory:**

**▼ 15 OK - DIRECTORY / PRINT**

The directory is printed in alphabetical order.

# IMPORTING A DIRECTORY

You can import an existing directory of contacts into your fax machine as an electronic file. This file must be in a specific format and must not comprise more than 500 entries.

The process of importing a directory uses electronic mail as the transfer mechanism. The electronic file containing the directory is received and processed as an e-mail attachment.

***Note -*** Importing a new directory completely overwrites any existing directory entries.

## THE FILE STRUCTURE

The electronic file containing the data in the directory must be structured into lines or records each comprising five fields separated from one another by a unique character (a tab stop, a comma or a semi-colon). The lines themselves are separated by a line break (carriage return).

| Fields | Contents |
|---|---|
| Name | A unique identifier in your directory, up to 20 characters long. This field is mandatory; the name should not include the field separator character. |

| | |
|---|---|
| Fax number | Your contacts' fax number, without spaces or dots, can be up to 30 characters long (including any * and # characters). This field may be left empty, for instance, in the case of contacts to whom you only send e-mails. |
| E-mail address | Your contacts' e-mail address. Can be up to 80 characters long, but must not comprise the field separator character. Any other characters may be used in this field, which can also be left blank. |
| Shortcut key | A capital letter (A to Z), unique to the directory, which is associated with a specific contact and enables quick selection. As with the two previous fields, this field can be left blank. |
| Speed | The fax transmit speed over the PSTN. If you do not specify a value, the default speed is the maximum speed. This field may be left blank if all your fax transmissions are handled by a fax server. |

***Note -*** You must enter a value for at least one of the **Fax number** or **E-mail address** fields. To enter a blank line, key in four field separator characters in a row.
For example:

Smith;0123456789;jsmith@isp.co.uk;J;8

Jones;01987654321;;@;8

O'Connor;0123469874;d.oconnor@hello.net;U;8

***Note -*** @ alone is the indication that no associated key is assigned to the entry.

The rate is coded on a number, see the following board:

| Rate | code number |
|---|---|
| 600 | 7 |
| 1200 | 6 |
| 2400 | 5 |
| 4800 | 4 |
| 7200 | 3 |
| 9600 | 2 |
| 12000 | 1 |
| 14400 | 0 |
| 33600 | 8 |

***Note -*** You must always enter the field separator character, even if one or more of the fields are left blank. In the example above, which uses a semi-colon as a separator, the entry for « Jones » lacks both E-mail address and shortcut key.

## PROCEDURE

**To import a directory:**

**▼ 17 OK - DIRECTORY / IMPORTATION**

- ☞ Select **WITH** to authorize the importation of a directory.
- ☞ Create your directory on a PC in a file whose structure corresponds to that set out above. In order to be recognized as a directory, the file name must include the word **directory** and must have a **.csv** extension. For example: **smithdirectory01.csv**, **jonesdirectory.csv**, or simply **directory.csv**.
- ☞ Create an e-mail addressed to your fax E-mail address, attach the file to it, and send your message via your mail server.
- ☞ Your fax will receive the e-mail containing the directory when it connects to the mail server, and will automatically import the attached file into its directory.
- ☞ Repeat the procedure as many times as required, for instance to update all the LAN faxes on your network with the same directory.

***Note -*** Importing a new directory completely overwrites any existing directory entries on the fax machine. Once your fax machine has a complete directory, we advise you to disable importing in order to protect the data already on the fax.

**To disable importing:**

**▼ 17 OK - DIRECTORY / IMPORTATION**

- ☞ Select **WITHOUT** to prevent users from importing a directory.

# EXPORTING A DIRECTORY

You may also export a directory from a fax machine as a text file, and send it to any mail client (be it PC or fax based), in the form of an e-mail attachment entitled **directoryxxx.csv.**

**To export the directory:**

**▼ 18 OK - DIRECTORY / EXPORTATION**

- ☞ Key in the e-mail address of the PC or other fax machine to which you want to export the directory. You may export a directory to several fax machines simultaneously (refer to paragraph **Dialing**, page 6-3).
- ☞ Confirm by pressing **OK**.
- ☞ Repeat the procedure as many times as required, for instance to update all your fax machines or send the same file to several PC users on your local network.

# 6 OPERATION

## SENDING

Faxes sent over the telephone network are sent from the feeder or the memory.

Documents sent over the Internet are first memorized and sent at the time of Internet connection.

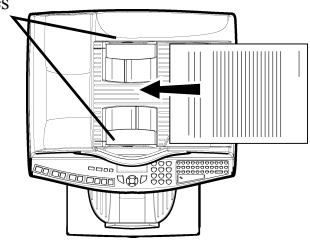
**Over the telephone network:** all fax transmissions are in black and white.

**Over the Internet:** you can send black and white documents (TIFF format) or color documents (JPEG format).

### DOCUMENT DEPOSITING

#### From the automatic feeder tray

Paper guides



- ☞ Place your original documents in the document feeder:
  - face printed on the top,
  - first page under the stack.
- ☞ Set the paper guide to the document width.
- ☞ Once the operation is over, take your original documents back from the document exit tray.

If you put the documents to send upside down, the contact will receive a blank page.

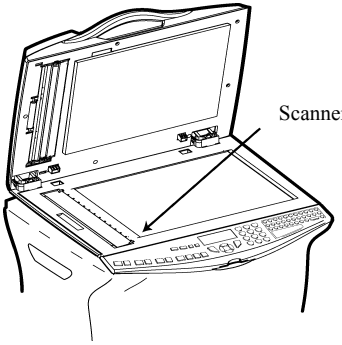
***Note -*** Since the addressee's number is generally on the document to be transmitted, you may also dial before positioning the document.

## From the flat scanner

Using the handle, lift up the document feeder tray.

Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.

Once the operation is complete, lift the document feeder tray and recover your document.




☞ Using the handle, lift up the document feeder tray.

☞ Put your document, with the printed face down on the scanner window. The scanner origin is located at your end, to the left, as shown opposite.

☞ Once the operation is complete, lift the document feeder tray and recover your document.

# CHOOSING THE RESOLUTION/CONTRAST

## Resolution

You have 4 modes for document transmission.

The mode choice depends on the type of document to be transmitted:

- **Normal** mode, to be used for good quality documents, without drawings or small details
- **Fine** mode, symbolized by **Fine** at the bottom of the display screen. To be used for documents with drawings or small characters
- **Super Fine** mode, symbolized by **SFine** at the bottom of the display screen. To be used for documents with very fine or small character drawings
- **Photo** mode symbolized by **Photo** at the bottom of the display screen. To be used for photographic documents

**To select the resolution mode:**

☞ Press ⁘ key as many times as necessary to select the required mode. A ■ icon on the screen shows the current mode.

## Contrast

You can set the contrast if your document is too light or too dark. If the document is light, you must raise the contrast and if it is dark, you must reduce it.

To set the contrast:

☞ Press ◑ as many times as necessary to choose the desired contrast, as shown by the position of a cursor.

# DIALING

## From the directory

### Dialing alphabetically

☞ Enter the first letter of your subscriber's name with the alphanumeric keypad, then add the remaining letters until your subscriber's name is complete.

### Assigned number dialing

☞ Press key 🕮
Your fax lists the subscribers records and lists in the Directory in alphabetical order, then use keys ▲ or ▼ of the navigator to scroll all subscribers for choice, and choose the required subscriber or subscriber list.

**or**

☞ Press key 🕮
Then press the letter assigned to the subscriber (refer to paragraph **Adding a record**, page 5-2)
The screen displays the corresponding name.

**or**

☞ Enter the subscriber or subscriber list assigned number.
The screen displays the name of the subscriber or subscriber list assigned to this number

# Using the last number dialed key

You can redial one number among the ten last numbers you just dialed before.

## For a fax number (Tel in the Directory)

☞ Press the ◇ key

If the **redial** list is empty the display will show :

```
TO:
```

☞ You may enter the call number of the subscriber using the key block or the directory.

☞ Confirm with the ◇ key to send the fax copy.

☞ When the **redial** list is not empty the display will show:

```
REDIAL ↑↓
TO : _
```

☞ Using the keys ▲ or ▼ within the navigator you can scroll through the numbers already available in the Redial-list.

☞ You may select a call number or eventually enter the number via the numerical key pad or using the directory.

☞ Confirm the number with the ◇ key to send the fax copy.

## For an Internet transmission

☞ Press the @ key.

If the **redial** list is empty the display will show:

```
TYPE ADDRESS:
_
```

☞ You may enter the e-mail address of the subscriber using the alphanumerical keys or the directory.

☞ Confirm the entry with the @ key to send the message.

If the **redial** list contains call numbers the display will show:

```
REDIAL ↑↓
TO : _
```

☞ Using the keys ▲ or ▼ within the navigator you can scroll through the e-mail addresses already available in the Redial-listing.

☞ You may select the e-mail address or eventually enter the e-mail address using the alphanumerical keys or the directory.

☞ Confirm the address with the @ key to send the message.

### To multiple numbers

You may dial to send a document simultaneously to multiple call numbers.

***Note -*** This may be achieved only if the machine is parametered to send from the memory (refer to paragraph **Document feed type**, page 4-5).

- ☞ Enter the fax or E-mail address, or use the Directory (refer to above paragraphs).
- ☞ Press key and enter the number of the second subscriber or second subscriber list
- ☞ Repeat this last step for all subscribers or subscriber lists (maximum 10 subscribers or subscriber lists).
- ☞ Press **OK**, ◇, or @ to confirm the last addressee depending on the required operation.

# TRANSMISSION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

## Immediate transmission

- ☞ Position the document (refer to paragraph **Document depositing**, page 6-1).
- ☞ Enter the fax number or choose your dialing mode (refer to paragraph **Dialing**, page 6-3) then press ◇.
  The "Line" icon flashes during the call phase, it stays lit when both faxes are in communication.
- ☞ At the end of transmission the initial screen is displayed.

## Delayed transmission

This function allows you to transmit a document at a later time.

To program a postponed transmission you need to identify the subscriber number, transmission time, feeder type and number of pages.

**To delay the transmission time of your document :**

- ☞ Position the document (refer to paragraph **Document depositing**, page 6-1)
- ☞ Select ▼ **31 OK - FAX / TRANSMISSION**
- ☞ Enter the subscriber number you wish to program at a different time or choose your dialing mode (refer to paragraph **Dialing**, page 6-3) and confirm with **OK**.
- ☞ Next to the current time, enter the new time and confirm with **OK**.
- ☞ Choose the required **IMAGE** or **PDF** format.
- ☞ Choose **SCAN B & W** or **COLOR SCAN**.
- ☞ Adjust the contrast and confirm by pressing the **OK** key.

☞ Select the feed type, **FEEDER** or **MEMORY** and confirm with **OK** (refer to paragraph **Document feed type**, page 4-5).

☞ You may enter the number of pages before transmission and confirm with **OK**.

☞ Confirm postponed transmission by pressing key ◇.

Your document is stored and will be sent at the new time.

***Note -*** When sending in "Deferred Send" mode, make sure that the document in the feeder tray or on the scanner window is located in the right direction.

# Transmission with auto redial

This function allows you to monitor the dialing operation during a fax transmission. In this case, the maximum transmission rate will be 14400 bps.

This function allows for example:

- to hear if the subscriber's fax is engaged and if so, choose the moment when the line is clear to start the document transmission.
- to control the communication progress in case of uncertain numbers, etc.

**To take the line manually:**

☞ Place the document in the fax feeder.

☞ Press .

☞ If necessary, set the sound level with navigator or keys.

☞ If not already done, enter the subscriber number (or refer to paragraph **Using the last number dialed key**, page 6-4 to call back the last subscriber).

As soon as you hear the remote fax tone, the line is clear and you can start the transmission.

☞ Press ◇ to start the document transmission.

If your machine is set in order to print a transmission report (refer to paragraph **Main settings**, page 4-1), the reduced copy of the document first page will not be printed and it notifies you that the communication is manual.

## Rerouting

This function is used to reroute faxes received to a directory contact. To use this function, you have to perform two operations: set the rerouting address of the fax and activate rerouting.

## Activate rerouting

**▼391 OK - FAX / REROUTING / ACTIVATION**

☞ Using the keys ▼ or ▲ within the navigator select option >>**3911 WITH**.

☞ Confirm with the **OK** key.

***Note -*** If the function **WITHOUT** is selected the menus **392** and **393** will not be included in the functions overview, when it is printed out.

Set the re-direction contact

**▼ 392 OK - FAX / REROUTING / DESTINATION**

☞ Using the keys ▼ or ▲ within the navigator select the subscriber from the directory (If the directory is empty the display will show **DIRECTORY EMPTY**). Enter the number of the subscriber manually or store the name and related number in the directory. (refer to paragraph **Creating subscribers record**, page 5-2).

***Note -*** You may forward a fax to the e-mail address of the subscriber stored in your directory if the fax is not available. The Fax will then be sent as an attachment in the pre-defined file format (p. 4-10 for the configuration of the attachment files format).

**▼ 393 OK - FAX / REROUTING / COPY**

☞ Using the keys ▼ or ▲ within the navigator select the **COPY** option (local printout of the information relayed to your system) either **WITH** or **WITHOUT**.

☞ Confirm with the **OK** key.

***Note -*** E-mails can only be relayed to e-mail addresses. The configuration of landlines does not provide for relaying to fax machines.

# TRANSMISSION OVER THE INTERNET

## Sending a black and white document to an E-Mail address

☞ Position the document (refer to paragraph **Document depositing**, page 6-1).

☞ Press the @ key and enter the recipient's E-mail address
or choose your dialing mode (refer to paragraph **Dialing**, page 6-3).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 6-2).

Press the @ key.

If your contact has a PC, he will receive an E-mail to which your fax is attached in monochrome PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

## Sending a color document to an E-mail address

☞ Position the document (refer to paragraph **Document depositing**, page 6-1).

☞ Press the @ key and enter the addressee's E-mail address
or choose your dialing mode (refer to paragraph **Dialing**, page 6-3).

☞ Adjust the contrast and the resolution if necessary (refer to paragraph **Choosing the resolution/contrast**, page 6-2).

☞ Press the key.

The document is scanned and memorized, it will be sent at the time of Internet connection.

If your contact has a PC, he will receive an E-mail to which your fax is attached in color PDF or TIFF format, depending on the format choice you made.

If your subscriber has an Internet fax, he will receive a paper fax.

## Sending a typed message to an E-Mail address

You can send a typed message to an E-mail mailbox. You can also add an attachment to this keypad message (the attachment is a scanned paper document).

**Access through the menu.**

**▼ 95 OK - INTERNET / E-MAIL**

**Direct access.**

☞ Press key @ .

**Then, to send to E-mail address.**

☞ Enter the addressee's E-mail address or choose your dialing mode (refer to paragraph **Dialing**, page 6-3).

☞ Enter the address of who you want to receive a copy of the document (CC:), and press **OK** to confirm.

☞ Enter the object for mail (80 characters max.) and press **OK**.

☞ Enter the text with the alphabetical keypad (100 lines of 80 characters) and confirm with **OK**.

☞ To **go** to the next line, use key .

Then, you can choose between two options:

☞ Send the typed mail directly. Press **OK**, the mail is memorized and will be sent at the next Internet connection, validate by pressing the key.
Your subscriber will receive an E-mail.

☞ Add an attachment (scanned document) to your mail:

☞ Select the scanner to use to scan your document. **SCANNER ADF** (scroll scanner) or **FLAT SCANNER** (refer to paragraph **Description**, page 2-7).

☞ Validate with **OK** key.

☞ Select **B&W SCAN** to send a black and white document or **COLOR SCAN** to send a color document, and validate with **OK** key (this setting can be changed at any time during the send procedure, using the color key).

☞ Enter the name of the attachment and validate with **OK** key.

☞ If necessary, change the attachment format: **PDF** or **IMAGE** and validate with **OK** key.

☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

☞ Press key @.

- ☞ Set contrast and resolution if necessary (refer to paragraph **Choosing the resolution/ contrast**, page 6-2).
- ☞ Press key @ .
- ☞ The document is scanned and the mail sent to memory. It will be sent during the next connection to the Internet.
- ☞ Your contact will receive an E-mail with an attachment.

## Scan to FTP

The scan to FTP function enables you to put your TIFF, JPEG and PDF files in an FTP server, for example, for archiving.

To connect to the FTP server, you must know the name of the FTP user and the PASSWORD.

When sending files, the machine connects to the FTP server using the defined connection parameters.

## Simply put the file in an FTP server :

- ☞ Put the document in one of the scanners (refer to the Positioning the document paragraph, page 5-1).
- ☞ Press key PC. A choice screen is displayed.
- ☞ Select Scan to FTP with keys ▲ or ▼ then press **OK** key.
- ☞ Enter the FTP address of the server or select it from the directory by pressing the 🕮 key.
- ☞ Enter the name of the FTP user (operation prohibited when the address is in the directory).
- ☞ Enter the password of the FTP user (operation not necessary when the address is selected in the directory).
- ☞ Select the scanner to use to scan the document, **SCANNER ADF** (scroll scanner) or **FLAT SCANNER**.
- ☞ Validate with **OK** key.
- ☞ Select **B&W SCAN** to send a document in black and white or **COLOR SCAN** to send a document in color. Validate with **OK** key (this setting may be changed at any time during the send procedure with the color key).
- ☞ Enter the name of the attachment and validate with **OK** key.
- ☞ If necessary, change the attachment format: **PDF** or **IMAGE** and validate with **OK** key.
- ☞ If you have started to scan with the flat scanner, the unit will scan the other pages. Put your second page to scan, select **NEXT** and validate with **OK**.

## Multi-contact sending.

- ☞ Multi-contact sending is not possible with the key dedicated to this function. To make this type of send, you have to create a group containing exclusively the FTP addresses.

☞ Then carry out the same operations as for sending to one address, except that you select an FTP address group in the directory, and not a single address.

# TRANSMISSION WAITING QUEUE

This function lets you obtain a recap of all documents queuing, for transmission, including those in deposit or in delayed transmission, etc.

It allows you to:

- **consult** or **modify** the waiting queue. In this waiting queue the documents are coded the following way:
  Order number in the queue / document status / subscriber's telephone number.
  Documents may have the following status:
  - TX: transmission
  - REL: relay
  - DOC: in deposit
  - POL: polling
  - MBX: send to mailbox
  - PMB: mailbox polling
  - TR: ongoing commands
  - CNX: Internet connection
  - NET: Internet transmission
  - SMS: SMS transmission
- **immediately perform** a transmission from the waiting queue
- **print a document** in storage, waiting to be transmitted or in deposit
- **print the waiting queue**, to get the status of each document in the queue, by either:
  - queue order number
  - document name or number
  - scheduled transmission time (fax)
  - operation type regarding the document: transmission from memory, delayed transmission, deposit
  - number of pages of the document
  - document size (percentage of space stored in memory)
- **cancel** a transmission request in the waiting queue.

## Immediately perform transmission from the waiting queue

**▼ 61 OK - COMMANDS / PERFORM**

☞ Select the document in the waiting queue and confirm your choice with **OK** or ◇ to immediately perform the selected transmission.

## Consult or modify the waiting queue

**▼ 62 OK - COMMANDS / MODIFY**

☞ In the waiting queue select the required document and confirm your choice with **OK**.

☞ You may now modify the parameters of the given document then confirm your modifications by pressing key ◇.

## Deleting a transmission on hold

**▼ 63 OK - COMMANDS / CANCEL**

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

## Printing a document in waiting or in deposit

**▼ 64 OK - COMMANDS / PRINT**

☞ In the waiting queue select the desired document and confirm your choice with **OK**.

## Print the waiting queue

**▼ 65 OK - COMMANDS / PRINT LIST**

A document called ** COMMAND LIST ** is printed.

# CANCELLING A TRANSMISSION IN PROGRESS

Cancelling a transmission in progress is possible whatever the type of transmission but varies depending on whether the transmission is a single call number or a multi-call number.

- For a single call number from the memory, the document is erased from the memory.
- For a multi-call number, only the call number in progress at the time of the cancellation is erased from the transmission queue.

**To cancel transmission in progress**

☞ Press key ▽.

A message will ask you to confirm cancellation by pressing the key ▽ a second time.

☞ Press key ▽ to confirm cancellation in progress.

If your machine is set to print a transmission report (refer to paragraph **Transmission report**, page 4-4), it will print that the communication was cancelled by the user.

# RECEPTION

Document reception **over the Internet** is automatic at each Internet connection.

Reception of all documents **over the telephone network** is done one at a time at fax reception.

## RECEPTION OVER THE PUBLIC SWITCHED TELEPHONE NETWORK (PSTN)

Fax reception depends on the parameter settings of your machine.

## RECEPTION OVER THE INTERNET

Whatever the document received, reception is automatic at each Internet connection.

Incoming documents other than fax files (Word process file, CAD, etc.) may not be opened by your fax. However, you may keep this (or these) document(s) in your Internet mailbox until it is automatically converted by the F@X to Fax service, if you have a subscription or until computer use or automatic transfer (refer to paragraph **Mail sorting**, page 4-17).

# COPYING

Your fax offers to print out one more copies of one or more pages.

If the duplex module (depends on model) is installed on your terminal, you can make duplex mode photocopies.

## LOCAL COPY

### Standard copy

- ☞ Position the document (refer to paragraph **Document depositing**, page 6-1).
- ☞ Press key twice.

### Duplex photocopies (depending on model)

- ☞ This function is available for photocopying if you have previously installed the duplex module and an additional paper tray at the rear of your terminal.
- ☞ This duplex module only works with A4 (210 x 297 mm) format paper.
- ☞ Press once, the key .
- ☞ When the duplex mode is activated, a pictogram is shown on the screen.
- ☞ The internal memories of your terminal can be printed one side only, except in **PAPER SAVE** mode.
- ☞ The features available are described in the following table :

| | | |
|---|---|---|
| DUPLEX/DUPLEX | → | DUPLEX/DUPLEX |
| DUPLEX/DUPLEX | → | DUPLEX/DUPLEX |
| ONE SIDE | → | DUPLEX/DUPLEX |
| DUPLEX/DUPLEX | → | ONE SIDE |
| ONE SIDE | → | ONE SIDE |

# "Sophisticated" copy

- ☞ Position the document (refer to paragraph **Document depositing**, page 6-1).
- ☞ Press key .
- ☞ Enter the required number of copies and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the scan modes[1] **DUPLEX->DUPLEX** (Front/Rear) or **1-SIDE->DUPLEX** or **DUPLEX->1-SIDE** or **1-SIDE->1-SIDE** and confirm with the **OK** key.
- ☞ If you have selected for printing the mode **DUPLEX**, select with the keys ▲ or ▼ **LONG BORDER** or **SHORT BORDER** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the resolution: **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the degree of contrast and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the degree of brightness and confirm with the **OK** key.
- ☞ Select the collation mode **COPY ASSEMBLED** or **NOT ASSEMBLED** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ or the numeric key pad or eventually the key dedicated for zoom set up the degree of zoom between **25% TO 400%** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ or the numerical key pad select the required base values and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the type of paper **NORMAL PAPER** or **THICK** and confirm with the **OK** key.
- ☞ Using the keys ▲ or ▼ select the required paper tray, **AUTOMATIC TRAY**, **UPPER TRAY** or **LOWER TRAY** and confirm with the **OK** key.

1. If you have previously installed the duplex module at the back of your terminal

# SPECIFIC COPY SETTINGS

When the copy quality is no longer satisfactory, you can perform a calibration. To do so, refer to paragraph **Scanner calibration**, page 7-17.

Moreover, a high number of controls let you improve the copy quality.

## Scanner settings

### ▼841 OK - ADVANCED FCT / COPY / RESOLUTION

☞ The Resolution parameter adjusts the photocopying resolution. Select High Speed, Quality or Photo resolution using keys ▲ or ▼, then validate the choice with the **OK** key.

### ▼842 OK - ADVANCED FCT / COPY / ZOOMING

☞ The zoom setting is used to reduce or enlarge part of the document by choosing the original and the zoom value to apply to the document, 25 to 400 %. Enter the zoom value required using the keys of the digital key pad. Validate the choice with the **OK** key.

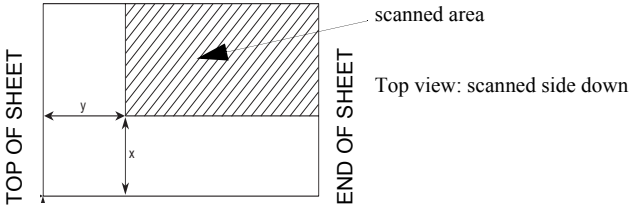
### ▼843 OK - ADVANCED FCT / COPY / ASSEMBLED

☞ The **ASSEMBLED** parameter is used to define the choice of your printer outputs; either assembled or not assembled. Validate the choice with the **OK** key.

### ▼844 OK - ADVANCED FCT / COPY / ORIGIN

If you wish, you can change the origin of the scanner.

By entering new values of X and Y given in mm (X < 210 and Y < 286), you will move the scanning zone as shown on the figure below.




☞ Select the X and Y coordinates with keys ▲ or ▼.

☞ Set the required coordinates with the numeric keypad or ▲ or ▼.

☞ Confirm your setting by pressing key **OK**.

### ▼845 OK - ADVANCED FCT / COPY / CONTRAST

The **CONTRAST** parameter is used to select the photocopy contrast. Adjust the contrast using ◑ keys ▲ and ▼, then validate the choice with the **OK** key.

You can also directly adjust the desired contrast using the key, press this key several times until the required adjustment is obtained without using ▼ **845**.

### ▼846 OK - ADVANCED FCT / COPY / LUMINOSITY

The **LUMINOSITY** parameter is used to make your original document lighter or darker. Adjust the brightness required using keys ▲ and ▼, then validate the choice with the **OK** key.

### ▼847 OK - ADVANCED FCT / COPY / BINDING

The **BINDING** parameter is used to choose the long or short side according to the type of binding of your document. Make your choice using keys ▲ and ▼, then validate the choice with the **OK** key.

All settings made using this menu become default settings of the machine.

### ▼85 OK - ADVANCED FCT / SCAN. & PRINT

Use keys ▲ or ▼ of the browser to scroll the setting described below that you want to modify.

Validate your setting by pressing the **OK** key.

### ▼851 OK - ADVANCED FCT / SCAN. & PRINT / PAPER

Select **NORMAL** or **THICK** paper using keys ▲ and ▼.

Validate your setting by pressing the **OK** key.

1) When **THICK** paper type is selected, the print speed is slowed down.

2) Use the manual feeder for paper with a weight greater than 90 $g/m^2$.

### ▼852 OK - ADVANCED FCT / SCAN. & PRINT / PAPER TRAY

Select the paper tray that you want to use; **AUTOMATIC**, **LOWER** or **UPPER** using keys ▲ and ▼.
Validate by pressing the **OK** key.

### ▼853 OK - ADVANCED FCT / SCAN. & PRINT / PAPER SAVE

This function prints all your documents duplex.

This function requires the prior installation on the rear of your machine of the duplex module and the additional paper tray(option or depending on model).

Select **WITH** or **WITHOUT** using keys ▲ and ▼.

Validate by pressing the **OK** key.

### ▼854 OK - ADVANCED FCT / SCAN. & PRINT / S.F MARGINS

If you want to offset the side margins of your document to the left or to the right when scanning with your scroll scanner.

Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.

Validate by pressing the **OK** key.

### ▼855 OK - ADVANCED FCT / SCAN. & PRINT / FLATBED MARG

If you want to offset the side margins of your document to the left or to the right when scanning with your flat scanner:

Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.

Validate by pressing the **OK** key.

**▼ 856 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG**

If you want to offset the side margins of your document to the left or to the right.
Adjust the offset of the left/right margins (in 0.5mm steps) using keys ▲ and ▼.
Validate by pressing the **OK** key.

**▼ 857 OK - ADVANCED FCT / SCAN. & PRINT / PRINTER MARG**

If you want to offset the side margins of your document to the high or to the low.
Adjust the offset of the high/low margins (in 0.5mm steps) using keys ▲ and ▼.
Validate by pressing the **OK** key.

# OTHER FUNCTIONS

## LOGS

The incoming and outgoing logs list the last 30 transmissions (incoming and outgoing) made by your machine.

An automatic print out will take place after every 30 transmissions. However, you may request a print out at any time.

Each log (incoming or outgoing) contains a table with the following information:

- date and time of the incoming or outgoing document
- subscriber's number or E-mail address
- transmission mode (Norm, Fine, SFine or Photo)
- number of pages sent or received
- call duration
- incoming or outgoing results: noted **CORRECT** if properly transmitted
  **or**
  information codes for special calls (polling, manual subscribers, etc.)
- reason for call error (example: your subscriber does not answer)

**To print the logs:**

**▼ 52 OK - PRINT / LOGS**

The incoming and outgoing logs are printed on the same page.

## PRINTING THE FUNCTIONS LIST

You may print the functions list of your fax machine at any time.

**To print the functions list:**

**▼ 51 OK - PRINT / FUNCTIONS LIST**

## PRINTING THE MACHINE SETTINGS

At any moment, you may print the list of your fax's parameter settings to control any changes possibly made to the default parameters.

**Printing the machine settings:**

**▼ 54 OK - PRINT / SETUP**

Your fax prints the list of stored parameters.

## FONT PRINTING

You can print the list of fonts installed on your terminal at any time.

To print PCL fonts:

**▼ 57 OK - PRINT / PCL FONTS**

To print SG Script fonts:

**▼ 58 OK - PRINT / SGSCRIPT FONTS**

Your fax prints the list of fonts.

## COUNTERS

At any time, you may consult the activity counters of your machine.

**To get access to the counters of the machine:**

**▼ 82 OK - ADVANCED FCT / COUNTERS**

These counters indicate the number of:

- transmitted pages

**▼ 821 OK - ADVANCED FCT / COUNTERS / SENT PAGES**

- received pages

**▼ 822 OK - ADVANCED FCT / COUNTERS / RECEIVED PG**

- scanned pages

**▼ 823 OK - ADVANCED FCT / COUNTERS / SCANNED PAGE**

- scanned sheets

▼ **824 OK - ADVANCED FCT / COUNTERS / DUPLEX SCAN**

- printed pages

▼ **825 OK - ADVANCED FCT / COUNTERS / PRINTED PG**

- printed sheets

▼ **826 OK - ADVANCED FCT / COUNTERS / PRINTED SHT**

# DEPOSIT AND POLLING

You may **deposit** a document in your fax and keep it available to one or more subscribers who can obtain a fax of this document by calling your fax with the **POLL** function.

**Setting the machine for document deposits**,

you must define the type:

- **SIMPLE**- it may be polled only once from the memory or feeder
- **MULTIPLE**- it may be polled as many times as necessary from the memory

**Setting the machine for polled documents**,

you must define the poll number, then depending on the type of poll you may:

- launch an **immediate poll**
- program a **delayed** poll with a chosen time
- launch a **multi-poll**, either immediately or later.

## Placing a document in deposit

☞ Insert the document to deposit in the feeder.

☞ Select ▼ **34 OK - FAX** / **POLLING TX** and confirm with **OK**.

☞ Choose the type, according to the table below:

| Menu | Procedure |
|---|---|
| **SIMPLE** | ☞ Select **FEEDER** or **MEMORY**<br>☞ If necessary, adjust the contrast and confirm with **OK**<br>☞ Enter the number of pages that you wish to deposit |
| **MULTIPLE** | ☞ If necessary, adjust the contrast and confirm with **OK**<br>☞ Enter the number of pages that you wish to deposit |

☞ Confirm deposit by pressing the **OK** key.

### Polling a deposited document

**▼ 33 OK - FAX / POLLING RX**

☞ Enter the number of the party whose document you want to poll or choose your dialing mode (refer to paragraph **Dialing**, page 6-3).

***Note -*** You can poll several documents using the * key.

☞ Depending on the type of poll you should:

| Choice | Procedure |
|---|---|
| **Immediate poll** | ☞ Press ◇ |
| **Delayed poll** | ☞ Press **OK**<br>☞ Next to the current time, enter the time you wish to poll the document and press ◇ |

# Lock

There are restrictions to the use of your fax:

- To lock the printing of received documents (refer to paragraph **Fax answering machine**, page 4-5)
- locking the keyboard
- locking the numbers
- locking the Internet settings
- locking the access to the SMS transmission function

## Entering the locking code

The operator access parameters are confidential; they are protected by a four-digit interlock code that the authorized operators must know.

**To access the locking code:**

**▼ 811 OK - ADVANCED FCT / LOCK / LOCKING CODE**

☞ Enter your four-digit interlock code on the keypad.

☞ Confirm by pressing **OK**.

☞ Confirm the interlock code by entering the code one more time.

☞ Press **OK** to confirm.

***Note -*** When a code is already registered, the machine asks you to give the former code before allowing you to modify it.

## Locking the keyboard

This function allows you to prevent access to non-authorized persons. An access code must be entered each time a person wants to use the machine.

**To access the keypad unlocking menu:**

**▼ 812 OK - ADVANCED FCT / LOCK / LOCK KEYBD.**

- ☞ Enter the four-digit interlock code.
- ☞ Press key **OK** to confirm.
- ☞ With keys ▲ or ▼ of the navigator, select the option **WITH**.
- ☞ Press key **OK** to confirm.

***Note -*** After each operation, the machine interlocks automatically.

## Locking the numbers

This function locks dialing and the numerical keypad is disabled. Transmissions are only possible from numbers included in the directory.

You can still send mails by typing in the addressee's address (if this has no numbers in it).

**To access the number interlocking option:**

**▼ 813 OK - ADVANCED FCT / LOCK / LOCK NUMBER**

- ☞ Enter the four-digit interlock code with the keypad.
- ☞ Press key **OK** to confirm.
- ☞ With keys ▲ or ▼ of the navigator, select the option **DIRECT ONLY**.
- ☞ Press key **OK** to confirm.

## Locking the Internet settings

This function prevents access to all the Internet settings of menu 9.

As a matter of fact, any untoward change to these settings might result in repeated connection failures. You can still send documents to an E-mail address (▼ **95**) and get connected (▼ **93**).

**To access the Internet settings locking menu:**

**▼ 814 OK - ADVANCED FCT / LOCK / LOCK PARAMETERS**

- ☞ Enter the four-digit locking code with the numerical keypad.
- ☞ Press **OK** to confirm.
- ☞ With keys ▲ or ▼ , select the option **WITH**.
- ☞ Press **OK** to confirm.

## Locking the SMS service

This function prevents access to the SMS service.

**To access the SMS service locking menu:**

**▼ 815 OK - ADVANCED FCT / LOCK / LOCK SMS**

- ☞ Enter the four-digit locking code with the numerical keypad.
- ☞ Press key **OK** to confirm.
- ☞ With keys ▲ or ▼, select the option **WITH**.
- ☞ Press key **OK** to confirm.

# SCAN TO PC (DEPENDS ON MODEL)

***Note -*** Your machine is provided with a Scan to PC key. This key activates, first of all, the SCAN -TO - PC function, which associated with the Companion Suite Pro kit makes it possible to send an opening notice of a scan function of a PC connected to your machine. For more information, refer to the User Manual provided with your PC Kit (Companion Suite Pro).

# MAIL BOX (MBX FAX)

There are 32 mailboxes (MBX), enabling you to transmit documents in complete confidence using an access code (named code MBX), to all subscribers equipped with a fax compatible to yours.
MBX 00 is public. It is handled directly by the terminal to record the messages of the fax TAD as soon as this is put into service.

MBX's 01 to 31 are private. Each is password-protected. They can be used to receive documents confidentially.

The use and access to MBX 01 - 31 are conditioned by the **initialization**, defined by a MBX code (if needed) and a mnemonic (its **S.I.D.)**.

Later you may:

- **modify** the features of an MBX
- **print the contents** of an MBX, only possible if the MBX contains one or more documents (with a star next to the MBX). When the contents of an MBX have been printed it becomes empty
- **delete** an MBX, only if the MBX is initialized and empty
- **print the list** of your fax machine's MBX's

You may receive and send through an MBX in complete confidentiality.
The deposit a document into your MBX, the access code is not needed. All documents deposited in a MBX are added to the ones already present.

In polling, the MBX are only accessible with an MBX code.
You may perform MBX deposits or polls by:

- depositing a document in **a fax MBX**
- transmit to **deposit a document in a remote fax MBX**
- perform **document poll from a remote fax**.

## MBX MANAGEMENT

### Creating an MBX

**▼71 OK - MAILBOXES / CREATE MBX**

☞ Select a free MBX out of the 31 MBX or directly enter the number of a free MBX and confirm with **OK**.

☞ Select option **MAILBOX CODE** and press **OK**.

Value 0000 is always displayed.

☞ Enter the code of your choice, if needed, and press **OK**.

☞ Select option **MAILBOX NAME** and press **OK**.

☞ Enter this MBX 's S.I.D. (20 characters max.) and press **OK**.

The MBX is initialized. If you wish to initialize another, press C and repeat the same procedure.

☞ To exit the MBX, press ⓥ.

## Modifying the features of an MBX

**▼ 71 OK - MAILBOXES** / **CREATE MBX**

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31).

☞ Enter the code of this MBX, if there is one, and confirm with **OK**.

☞ Select the menu **MAILBOX CODE** or **MAILBOX NAME**, then confirm your choice with **OK**.

☞ Perform data modification of the menu and confirm with **OK**.

☞ If needed, repeat the last two steps for the other menu.

## Printing the contents of an MBX

**▼ 73 OK - MAILBOXES** / **PRINT MBX**

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31).

☞ Enter the code of the MBX, if there is one, and confirm with **OK**.

All documents found in the MBX are printed and the MBX is emptied.

## Deleting an MBX

Before deleting an MBX, you need to make sure it is empty, by printing its content.

**▼ 74 OK - MAILBOXES** / **DELETE MBX**

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31)

☞ Enter the code of the MBX, if there is one, and confirm with **OK**

The MBX is deleted and will appear as a free MBX in the list.

☞ Press ⓥ to confirm MBX deletion

## Printing the MBX list

**▼ 75 OK - MAILBOXES** / **PRT MBX LIST**

The list gives the status of each MBX.

## MBX deposit in your fax

☞ Insert the document in the fax machine's feeder.

☞ Select **▼ 72 OK - MAILBOXES / DEPOSIT MBX** and confirm with **OK**.

☞ Select a free MBX out of the 31 MBX, or enter the number of a free MBX directly (1-31).

The document is placed in the feeder and saved in the selected MBX.

# MBX deposit in a remote fax

- ☞ Insert the document in the fax machine's feeder.
- ☞ Select ▼ **35 OK - FAX / MBX SENDING** and confirm with **OK**.
- ☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialing**, page 6-3) and validate with **OK**.
- ☞ Enter the subscriber's MBX number and confirm with **OK**.
- ☞ If you wish to delay transmission, enter the new transmission time next to the current time and press **OK**. If you wish to modify the document feed type, select one of the options **FEEDER** or **MEMORY**, and press **OK**.
- ☞ If you wish, you may enter the number of pages of your document before transmitting.
- ☞ Confirm the transmission request to a remote MBX fax by pressing key ◇.

In the case of an immediate transmission, the document is sent immediately.
If the document is set for a postponed transmission the document will be stored in the memory and sent at the requested time.

# MBX polling from a remote fax

**▼ 36 OK - FAX / MBX POLLING**

- ☞ Enter your subscriber's number for MBX deposit or choose your dialing mode (refer to paragraph **Dialing**, page 6-3) and validate **OK**.
- ☞ Enter the subscriber MBX number and press **OK**.
- ☞ Enter this MBX access code and press **OK**.
- ☞ If you wish to delay the poll time, enter the departure time next to the current time.
- ☞ Confirm the MBX poll request by pressing key . ◇.

As soon as the remote fax is subscribed, either immediately or later, the document(s) in the remote fax MBX are received in your fax.

***Note -*** Please check for remote fax compatibility.

# 7 MAINTENANCE

## MAINTENANCE

### GENERAL

To ensure the best operating conditions for your machine, it is recommended that you regularly clean the inside.

For normal usage, please respect the following rules:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.
- Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burnt.

For more information, see Safety Notes in **Before using the machine**.

# REPLACING THE CONSUMABLES (TONER AND DRUM )

**To check the remaining capacities of the consumables:**

**▼ 86 OK - ADVANCED FCT / CONSUMABLES**

The toner cartridge and the drum cartridge come with a chip card.

After replacing a consumable item in the printer, you need to inform the machine about its features.

For this purpose, the chip card supplied with each toner cartridge must be read by the machine each time a new consumable item is installed.

## Replacing cartridges

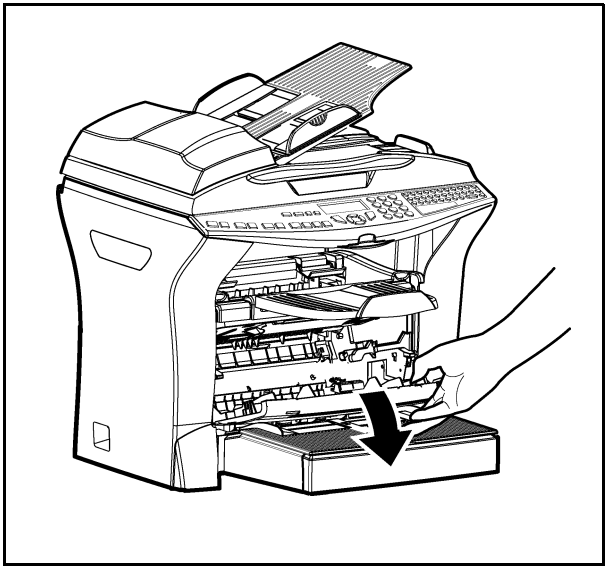
### Replacing the toner cartridge

To replace the toner cartridge, proceed as shown below.

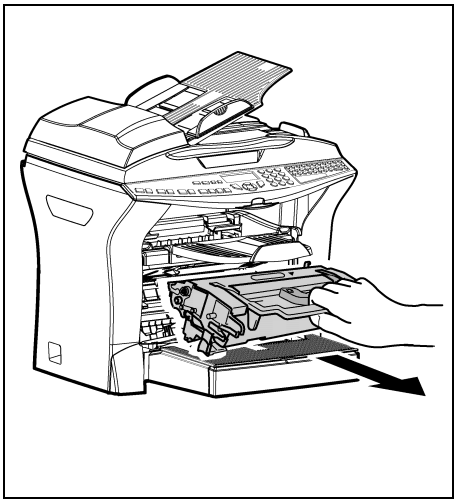
When the display shows:

```
CHANGE TONER
<OK>  TO CONFIRM
```

☞ 1 - Open the printer cover.

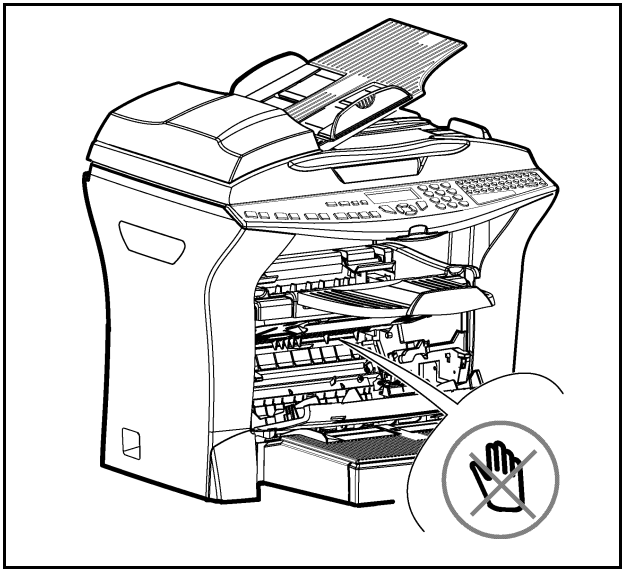


***Caution -*** Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

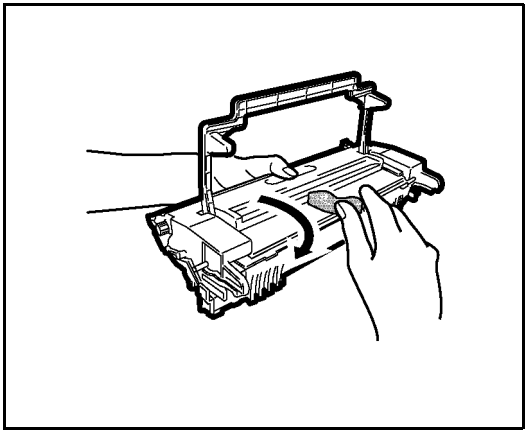


☞ 2 - Remove the drum/toner cartridge assembly.

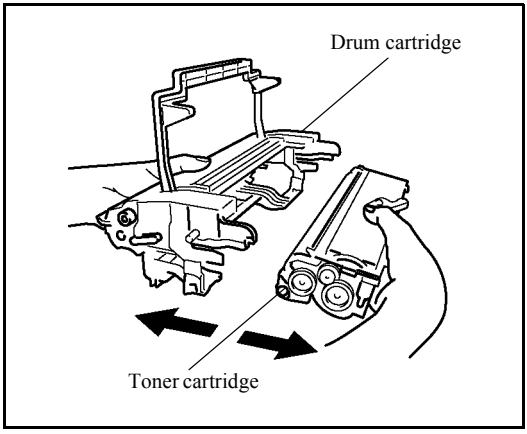
***Caution -*** **Never throw toner or a toner container into an open flame. It can cause an explosion and you can get burn**t.



☞ 3 - Unlock the toner cartridge by turning the blue locking clip as shown in the illustration below.

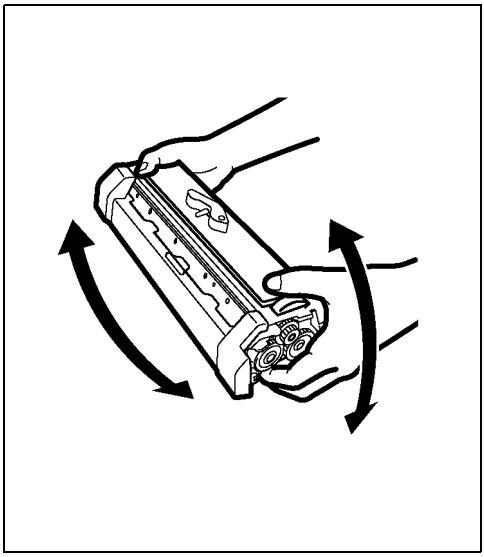


☞ 4 - Separate the drum cartridge from the toner cartridge.

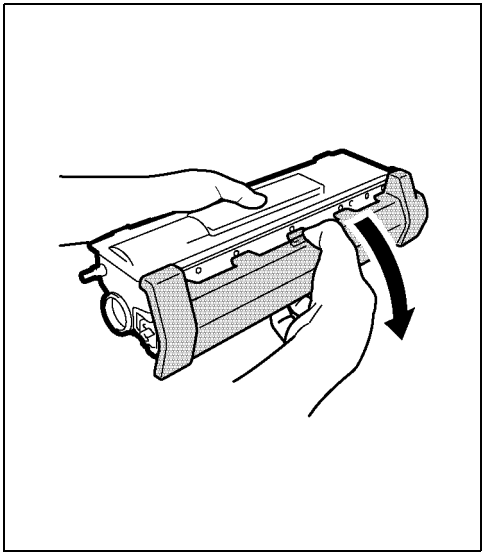



☞ 5 - Remove the new toner cartridge from its box, holding it firmly in both hands.

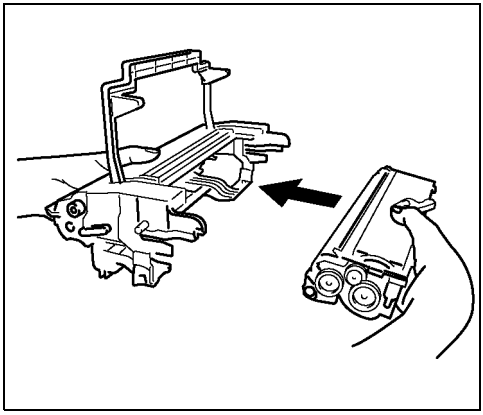
☞ 6 - Shake the toner cartridges alternately in the directions shown by the arrows in the illustration below.



☞ 7 - Remove the protective plastic strip from the cartridge as shown below.

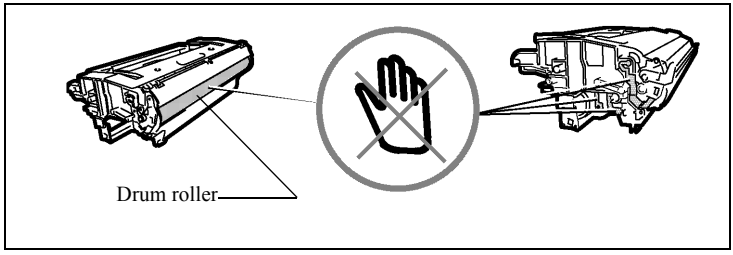


☞ 8 - Insert the new toner cartridge in the drum cartridge until locked in place .



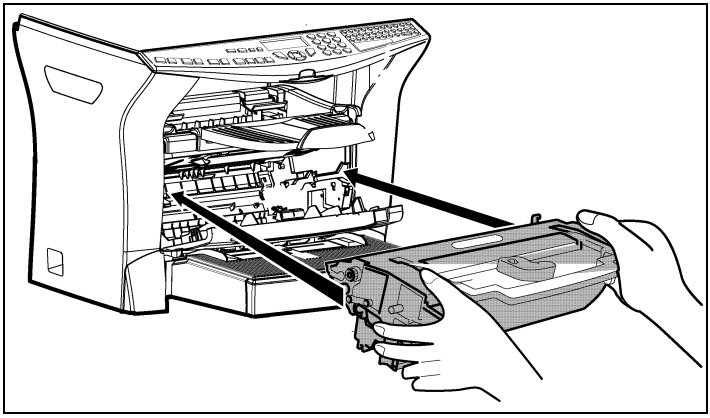
***Note -*** Make sure not to touch the green colored drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

***Note -*** Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.

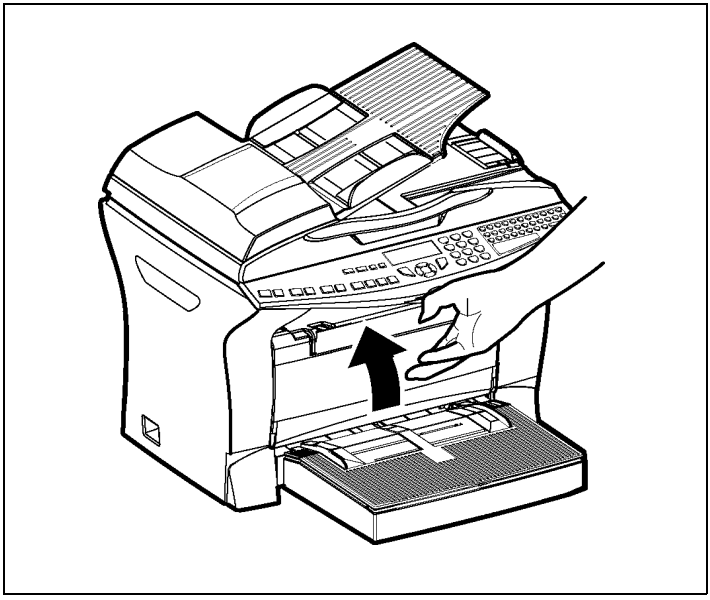



***Note -*** Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your machine and your local photocopies.

☞ 9 - Insert the toner/drum cartridge in the printer as shown below.



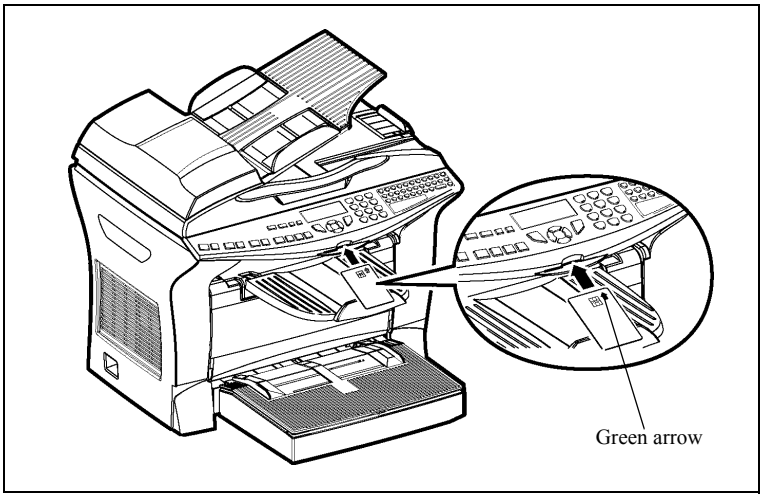
☞ 10 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ 11 - Press **OK** on the scanner keypad. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGE CARD
```

☞ 12 - Insert chip card (supplied with the toner cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.




☞ 13 - The following is displayed on the scanner control panel screen:

**CHANGE TONER ?**
**YES= OK - NO= C**

☞ 14 - Press **OK**.

☞ 15 - Once the chip card has been read, the display shows:

**TONER OK**
**REMOVE CARD**

☞ 16 - Remove the card.

***Note -*** If the following is displayed, check that you have inserted the chip card the right way up:

**CANNOT READ CARD**
**REMOVE CARD**

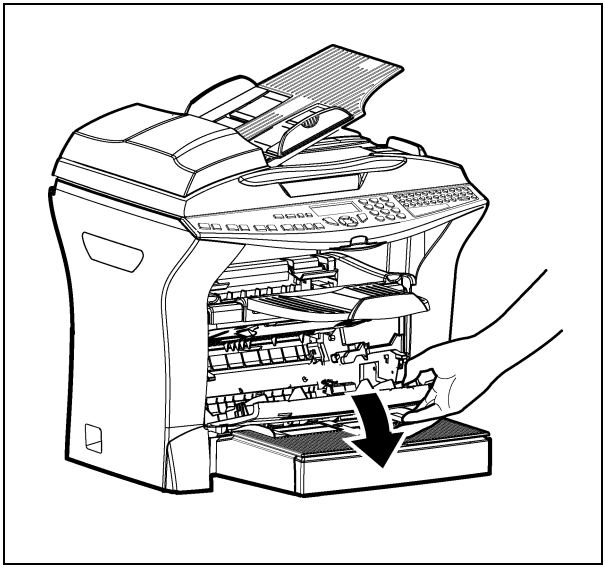
## Replacing the drum cartridge

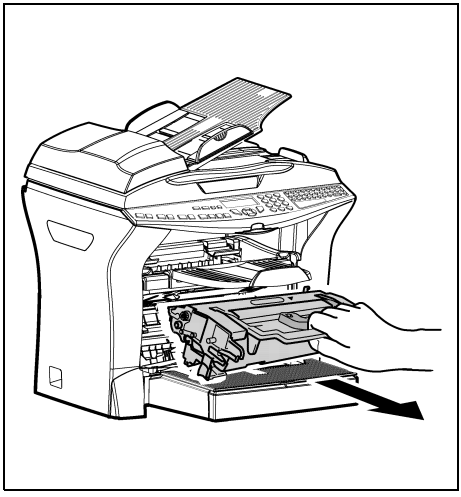
To replace the drum cartridge, proceed as shown below:

When the display shows:

| CHANGE DRUM |
| --- |
| <OK> TO CONFIRM |

☞ 1 - Open the printer cover.

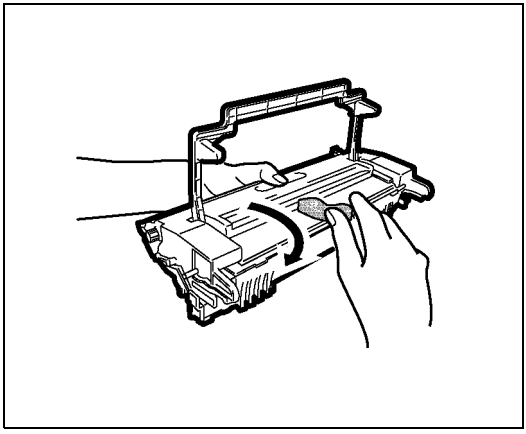




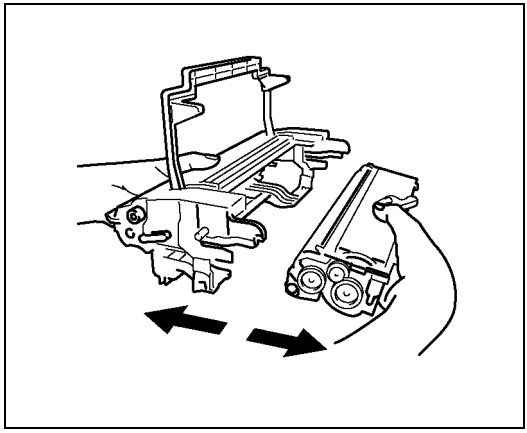
☞ 2 - Remove the former toner/drum cartridge set. **To preserve the environment, do not throw the spent drum cartridge into the dustbin. Dispose of the drum cartridge according to the local regulations in force..**

***Caution -*** Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

☞ 3 - Unlock the toner cartridge by turning the blue locking clip in the direction shown in the illustration below.



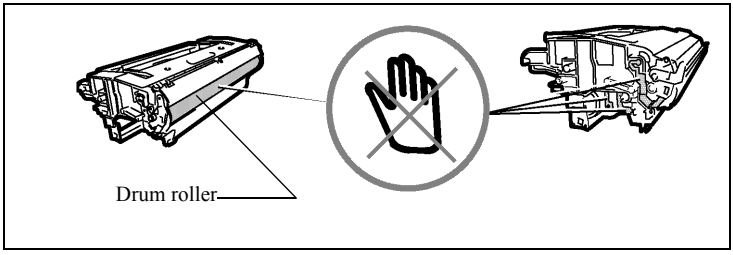
☞ 4 - Separate the drum cartridge from the toner cartridge.



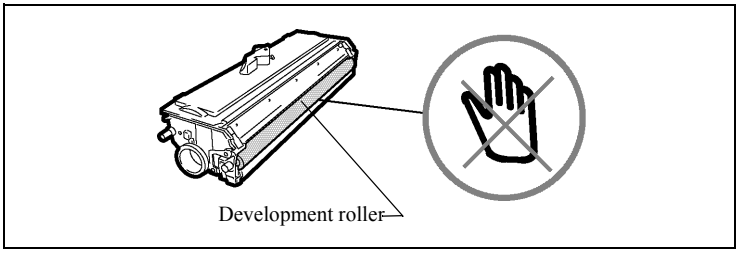
☞ 5 - Remove the new drum cartridge from its box, holding it firmly in both hands.

***Note -*** Make sure not to touch the green colored drum roller located under the fold away flap of the drum cartridge, which could cause deterioration to the print quality of your faxes and your local photocopies.

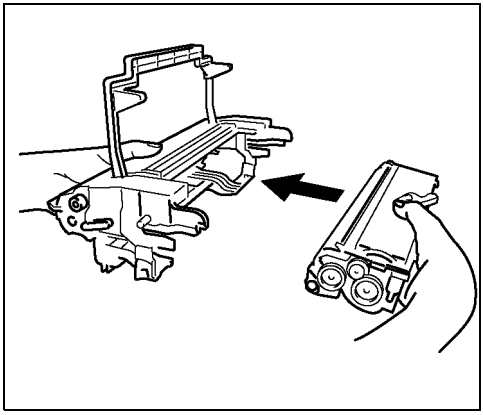
***Note -*** Do not touch the metal parts located on the side of the toner/drum cartridge set as shown below, to prevent causing damage due to possible static electricity discharges.



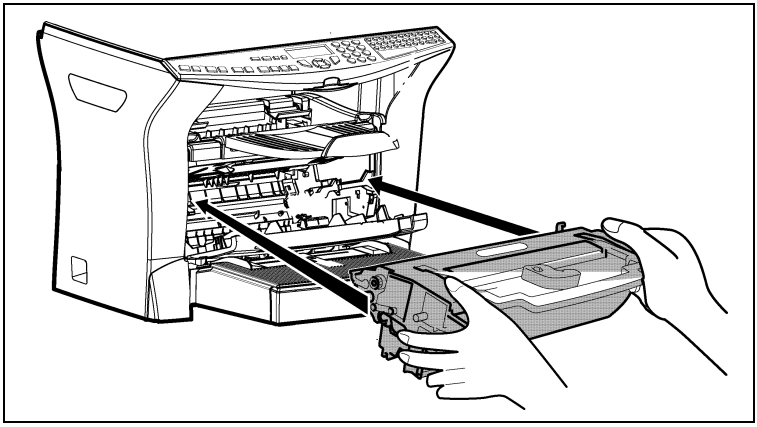

***Note -*** Make sure not to touch the black colored development roller located in front of the toner cartridge, which would cause downgrading to the print quality of your faxes and your local photocopies.



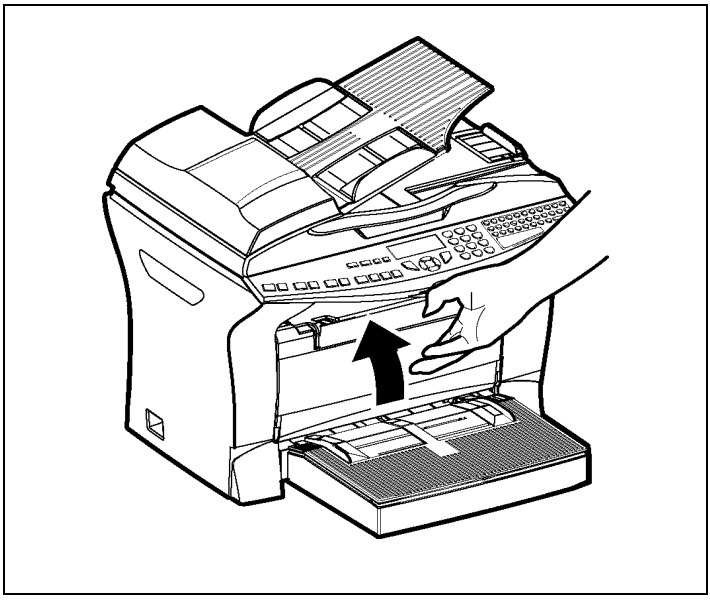
☞ 6 - Insert the new toner cartridge in the drum cartridge until locked in place.



☞ 7 - Insert the toner/drum cartridge in the printer as shown below.



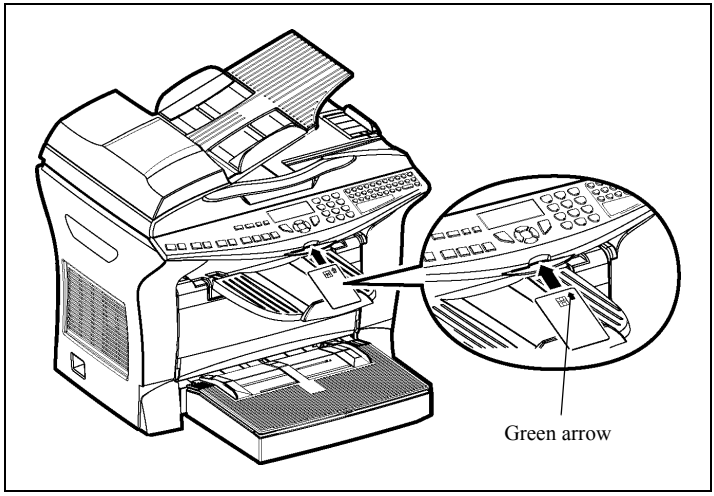
☞ 8 - Close the printer cover pressing it carefully but firmly until it clicks into position.



☞ 9 - Press the **OK** key on the scanner control panel. The display shows:

```
TUE 02 APR 13:39
INSERT GAUGE CARD
```

☞ 10 - Insert the gauge card (supplied with the drum cartridge) into the card reader ensuring that the chip is entered as shown in the drawing below.



☞ 11 - The following is displayed on the scanner control panel screen:

```
CHANGE DRUM ?
YES= OK - NO= C
```

☞ 12 - Press **OK**.

☞ 13 - Once the chip card has been read, the display shows:

```
DRUM  OK
REMOVE CARD
```

☞ 14 - Remove the card.

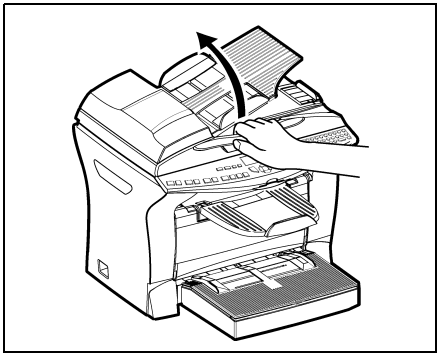
***Note -*** If the following is displayed, check that you have inserted the chip card the right way up:

```
CANNOT READ CARD
REMOVE CARD
```

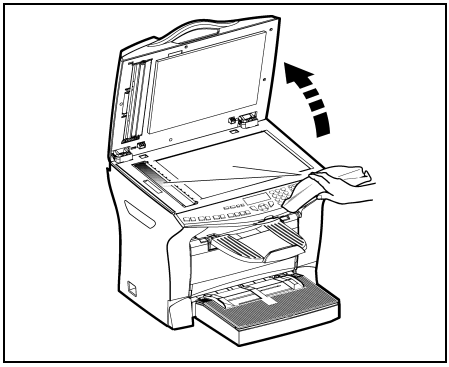
# CLEANING

## Cleaning the scanner's reading devices

When one or more vertical lines appear on transmitted copies or faxes, follow these steps :



☞ Open the scanner cover by pushing it backwards until held vertically in position.



☞ Clean the two transparent scanning windows with a soft, lint-free cloth, dampened with alcohol. Close the scanner cover.

☞ Make a copy to check that the symptoms have been cleared.

# Cleaning the printer

Dust, dirt and paper debris on the outer surfaces and inside the printer can interfere with printer performance. Clean the printer regularly.

***Caution -*** Use a soft cloth to clean the printer. Never use abrasive or corrosive detergents.
The fusing unit can become very hot during operation. To avoid injury - do not touch.
Wait for at least 10 minutes after the printer has been turned off and make sure that the fusing unit has cooled before cleaning the interior of the printer.

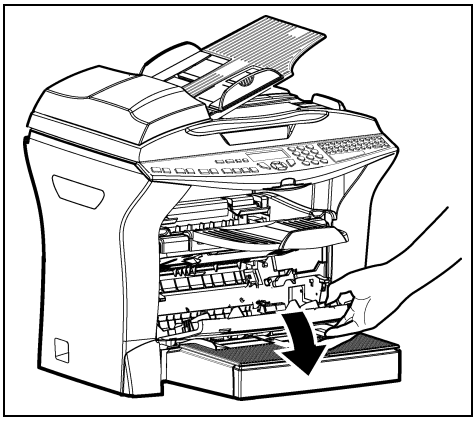
## Cleaning the outside of the printer

Clean the outside of the printer with a smooth duster.

## Cleaning the paper feed roller

☞ 1 - Turn off the printer and unplug the power cord.

☞ 2 - Remove the drum/toner cartridge set from the machine.



☞ 3 - Use a soft cloth to clean the paper feed roller.

☞ 4 - Put the drum/tone cartridge set back in place and refer to paragraph **Replacing cartridges**, page 7-2.

☞ 5 - Close the printer cover, connect the power lead and power the machine using the switch located on the front left hand side.

***Caution -*** Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

## SERVICING

For guaranteed performance of your terminal, some maintenance work (replacing the fusing unit and the transfer roll) has to be done on the printer approximately every 50,000 printed pages. Please contact your supplier for this operation.

## SCANNER CALIBRATION

You can perform this operation when the quality of photocopied documents is no longer satisfactory.

**▼ 80 OK - ADVANCED FCT / CALIBRATION**

☞ Confirm your choice by pressing the **OK** key.

# INCIDENTS

## COMMUNICATION ERRORS

If the communication fails, the fax advises you of an automatic retry later.

**Example of what is displayed:**

| | |
|---|---|
| Current time | **FRI 13 MAY 20:13** |
| Time of next try | **0142685014 20:18** |

### Transmission from the feeder

You have the choice between:

- waiting until the transmission takes place at the given time
- restarting the transmission immediately by pressing ◇
- abandoning transmission by pressing ▽. To eject the document, press ▽ again.

### Transmission from memory

You have the choice between:

- waiting until the transmission takes place at the given time

- restarting the transmission using the transmission queue refer to paragraph **Immediately perform transmission from the waiting queue**, page 6-10). In this case, for a document composed of several pages, the transmission will take place from the page where the error occurred
- abandoning the transmission by deleting the corresponding command in the transmission line (refer to paragraph **Deleting a transmission on hold**, page 6-11).

The terminal makes at most 5 automatic redials. The non-transmitted document is automatically deleted from the memory and a transmission report is then printed together with an error code and the cause for transmission failure (see the communication error codes).

# Communication error codes

The communication error codes appear in the logs and transmission reports.

## General codes

**Code 01 - Busy or no fax answer**

This code appears after 6 unsatisfactory attempts. Call later.

**Code 03 - User break**

A communication has been stopped by the user pressing the ⊘ key.

**Code 04 - Non programmed number**

A number saved as a one-touch key or abbreviated number is not valid-check it. (Example: a delayed transmission was programmed with a one-touch key and this key has been deleted in the meantime).

**Code 05 - Scanning default**

An incident occurred with the scanner, for example, the sheet is jammed.

**Code 06 - Printer default**

An incident occurred in the printer: no paper, paper jam, opened cover... In the reception mode, this incident appears only if the reception parameter is switched to **WITHOUT PAPER** (refer to paragraph **Reception without paper**, page 4-6).

**Code 07 - Disconnected**

The link has been cut (bad line). Check the number and try again.

**Code 08 - Quality**

The document you sent was not well received. Contact your subscriber to see if you need to send again.

**Code 0A - No document to be polled**

You tried to poll a document from a subscriber who had not prepared his document (no deposit) or the password entered was incorrect.

**Code 0B - Wrong number of pages**

There is a difference between the number of pages indicated during preparation for the transmission and the number of pages sent- check the number of pages in the document.

**Code 0C - Received document error**

Ask the subscriber who called you to check the length of his document (it may be too long to be completely received).

**Code 0D - Transmission failed**

Ask the sender to resend the document.

**Code 13 - Memory full**

Your fax can no longer receive since its memory is full. There are too many received unprinted documents or too many documents in the transmission line.
Print the received documents and delete or transmit immediately the documents in the transmission line.

**Code 14 - Memory full**

Received document memory full.

**Code 15 - Unknown mailbox number**

You wish to deposit a document in a subscriber's mailbox. The mailbox number does not exist.

**Code 16 - No Relay Bcst list Nr x**

You requested a document relay from a remote fax but the fax has not programmed the list of subscribers requested.

**Code 17 - Unknown mailbox number**

You wish to recover a document from a subscriber's mailbox. The mailbox number does not exist.

**Code 18 - Relay Bcst impossible**

You requested a document relay from a remote fax which does not have the relay broadcast function.

**Code 19 - Subscriber has stopped**

The communication has been stopped by your subscriber. (Example: a fax wanted to poll your fax but there is no document deposited).

**Code 1A - Disconnected**

The transmission has not started. The telephone line is busy.

**Code 1B - Transmission failed**

During transmission: start again.
During reception: ask your subscriber to resend the document.

## Internet codes

**Codes 40 and 41 - No reply from supplier**

The modem cannot connect to the Internet service provider. If this error always occurs, check the supplier's dial-up number.

**Code 42 - Cannot access supplier**

The service provider refuses the connection, the service is temporarily unavailable. If this error always occurs, check the Internet connection parameters.

**Code 43 - Xmission server unavailable**

Cannot connect to the SMTP server for sending mail, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

**Code 44 - Reception server unavailable**

Cannot connect to the POP3 server for mail reception, the service is temporarily unavailable. If the error always occurs, check the Internet e-mail and server parameters.

**Code 45 - Supplier disconnected**

The service is temporarily unavailable; try again later.

**Code 46 - Xmission server disconnect**

The SMTP server for sending mail is disconnected. The service is temporarily unavailable- try again later.

**Code 47 - Reception server disconnect**

The POP3 server for mail reception is disconnected. The service is temporarily unavailable- try again later.

**Code 48 - Disconnection from Internet**

The service is temporarily unavailable- try again later.

**Code 49 - Cannot connect to Internet**

Check the call number and eventually the associated prefix of the machine.

To check the Internet parameters, print them by pressing in turn the keys ▼, **9**, **4**, **5** and **OK**.

# PRINTER ERRORS

## Error messages

If the printer has one of the problems described below, the signal "On" flashes red, and you can't use your machine temporarily. The corresponding message is displayed on the screen.

| Message | Action |
|---|---|
| **CHANGE TONER <OK> TO CONFIRM** | Replace the toner cartridge.<br>Proceed as indicated **Replacing the toner cartridge**, page 7-2. |
| **CHANGE DRUM <OK> TO CONFIRM** | Replace the drum cartridge.<br>Proceed as indicated **Replacing the drum cartridge**, page 7-9. |
| **CLOSE FRONT COVE** | Close the front cover of the printer. |
| **DRUM NEAR END** | The drum is nearly worn out (10% use left). |
| **TONER NEAR END** | The toner cartridge is nearly worn out (10% capacity left). |
| **PAPER EMPTY** | Install the paper tray.<br>Fill the tray with paper in the required size. |
| **PAPER JAM INSIDE** | Open the tray.<br>Remove the jammed sheet. |
| **PAPER JAM EXTERNAL TRAY** | Open the cover.<br>Remove the jammed sheet from the print outlet. |

| Message | Action |
|---|---|
| **PAPER JAM INTERNAL TRAY** | Open the cover.<br>Remove the jammed sheet from between the tray and the fusing unit. |
| **PRINTER ERROR XX** | Disconnect and reconnect the terminal.<br>If the problem persists, contact your supplier. |
| **PAPER SIZE ERROR** | Check paper size (A4 / LETTER / ...). |
| **PAPER JAM UPPER RV MODULE** | Paper jam in top part of duplex module. Open the top access door of the module and remove the jammed sheet. |
| **PAPER JAM LOWER RV MODULE** | Paper jam in bottom part of duplex module. Open the bottom access door of the module and remove the jammed sheet. |
| **CHECK PAPER TYPE** | Verify that the paper type used complies with manufacturer data ( refer to paragraph **Characteristics**, page 7-28). |
| **PAPER JAM INSIDE** | Verify the paper size of the duplex module and check that it corresponds effectively to manufacturer data (refer to paragraph **Characteristics**, page 7-28). |

# Printer paper jam

**Inside the printer**

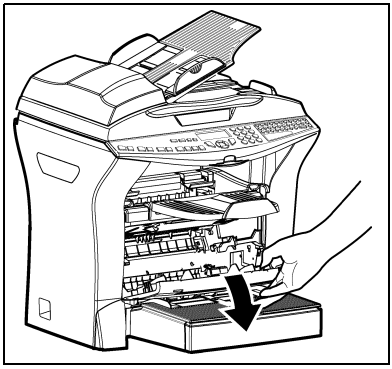
☞ Use the following procedure to remove any sheets of paper jammed inside the printer.

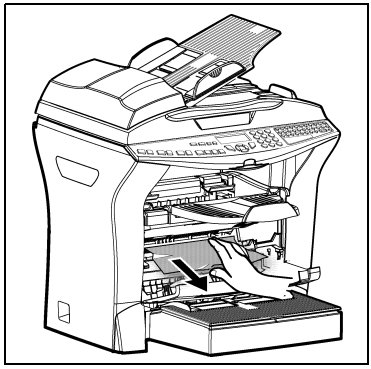
***Caution -*** Never touch a labelled area found on or near the heat roller. You can get burnt. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Centre.

☞ Open the front cover of the printer.

☞ Remove the toner/drum cartridge set from inside the printer.

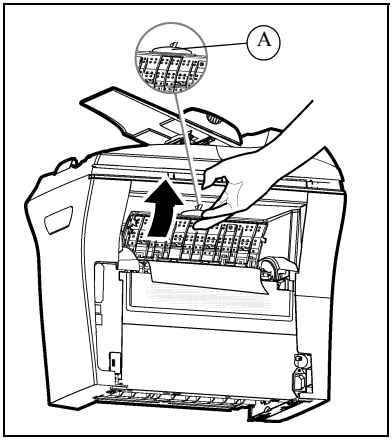
☞ Remove any jammed sheets.

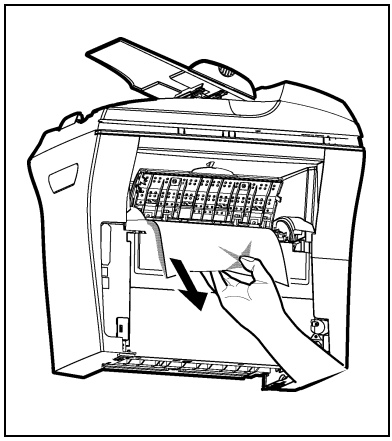




☞ Open the rear cover of the printer until locked behind lug A.

☞ Remove any jammed sheets.



☞ Reinstall the drum/toner cartridge set (refer to paragraph **Replacing cartridges**, page 7-2).

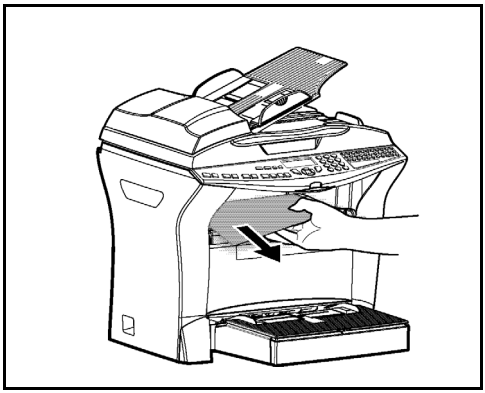
☞ Correctly close the front and rear covers of the printer.

# Paper jam at the feeders and trays

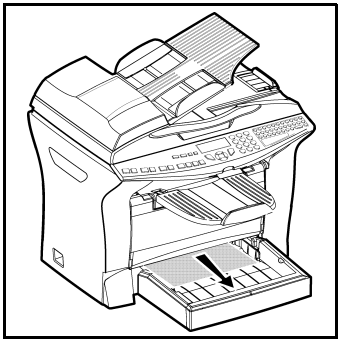
The figures below show different type of paper jam you might experience when using your machine.

Remove any stuck sheets as shown by the arrow depending on where the paper jam occurs.

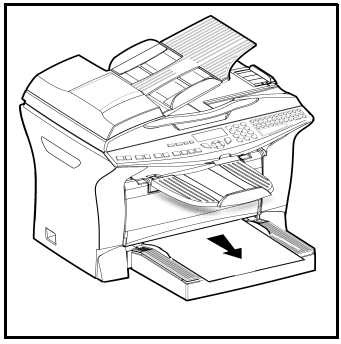
**At the printer output stacker**



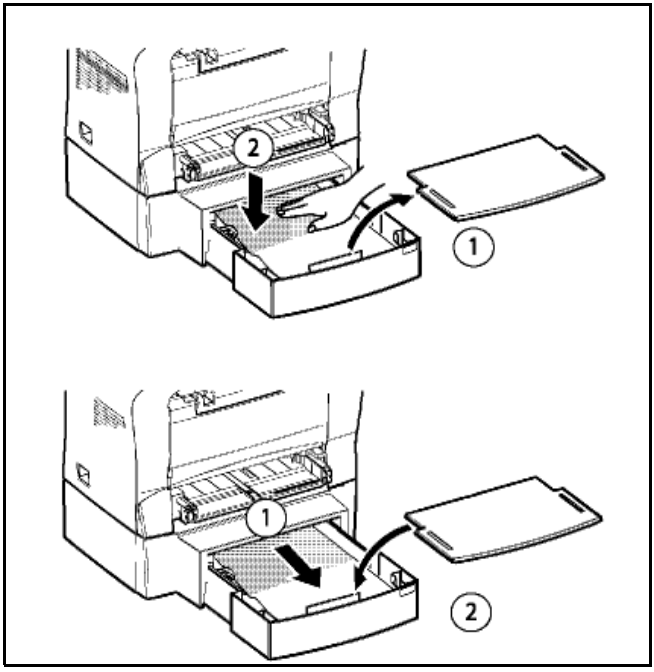
**At the paper tray**



**At the manual feed tray**



**Second cassette**

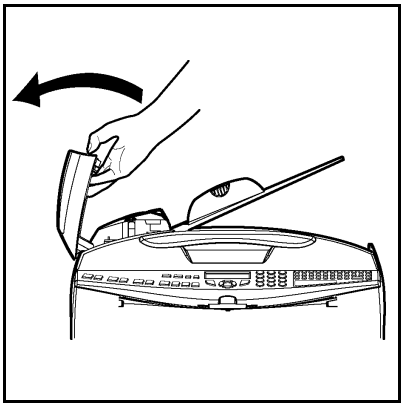



# SCANNER INCIDENTS

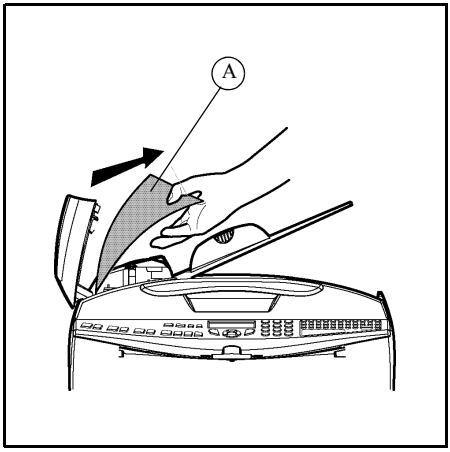
## Scanner paper jam

When a paper jam occurs, the following message appears on the control panel screen.
**REMOVE DOCUMENT**.
If jams often occur in a specific part of the unit, the latter needs to be checked, cleaned or repaired.

☞ Open the scanner cover.



☞ Remove the jammed paper (A) without tearing it.




☞ Then, close the scanner cover.

# MISCELLANEOUS INCIDENTS

**At switch-on nothing appears on screen**

Check that the mains cable is plugged in, and check the mains plug if necessary.

**The fax does not detect the presence of your inserted document. The message READY does not appear on the screen.**

**At the start and during scanning, REMOVE DOCUMENT appears on the screen.**

Remove the document or press key ⊘.

Check the thickness of the document (50 sheets of paper of 80 g/m$^2$).

Iron out the sheets if needed.

Help the sheets along.

**The fax machine does not receive any faxes**

Check that the telephone line cable is correctly plugged in and that there is a tone signal on the telephone line by means of the key.

**You receive a blank page**

Make a photocopy of a document ; if it is correct then your fax is functioning normally. Call back the subscriber and have him resend the document. It was probably sent with the sheet inserted backwards.

**You cannot send a fax**

Check that the telephone line cable is correctly plugged in.

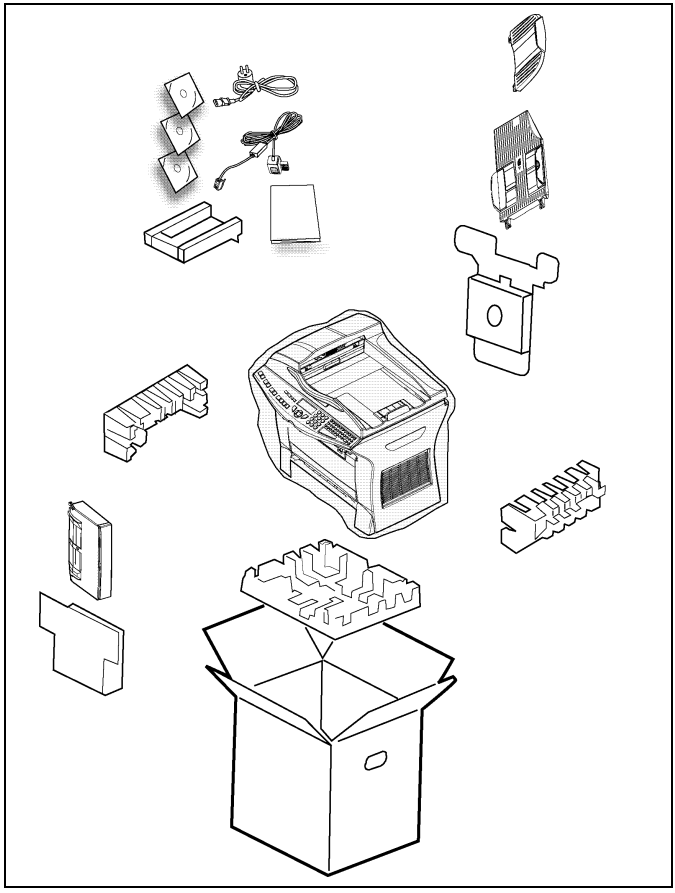
Check the tone by pressing the key.

Check the prefix is correctly programmed and used.

# MACHINE PACKING AND TRANSPORTATION

Always use the original package when transporting the machine. Failure to do so could void the warranty.

- ☞ 1 - Disconnect the machine from the telephone network (depends on model) and the mains plug.
- ☞ 2 - Remove the connection lead to the telephone line(depends on model) and the mains lead, the document feeder tray, the printer output tray and the paper tray; pack in the original boxes.
- ☞ 3 - Put the machine in a plastic bag and put it in its original box with all the original wedges.
- ☞ 4 - Add all documentation (printer documents and miscellaneous CD Roms) in the box.
- ☞ 5 - Correctly close the box with tape.



# CHARACTERISTICS

Device type: Office color fax machine, fast operation with all Group 3 devices according to ITU-T recommendations.

## UNIT CHARACTERISTICS

| | |
|---|---|
| **Dimensions:** | Width: 440 mm<br>Depth: 460 mm (without duplex option)<br>Height: 460 mm (without stackers and 500 sheets paper feed tray) |
| **Weight:** | 14 kg |
| **Electric power supply:** | 220-240 V - 50-60 Hz - 4.5 A |
| **Power consumption (max. values):** | - standby mode: less than 15 W<br>- wait mode: less than 75 W<br>- operation: 580 W (during copy) (850 W peak) |
| **Operating temperature:** | - operation: +10°C to 35°C with a maximum difference of 10°C per hour.<br>- storage: +0°C to 40°C with a maximum difference of 10°C per hour. |
| **Operating humidity*:** | Operation or storage: 20% to 80% RH (without condensation) with a maximum difference of 20% per hour. |
| **Original document size:** | Width: 216 mm max.<br>Height: 297 mm<br>Thickness: 0.05 to 0.15 mm |
| **Document feeder:** | Max capacity : sheet stack height 3 mm (ie a normal capacity of 50 pages (80 g/m$^2$)) |
| **Reception size: (A4 size):** | A4 size |
| **Reception paper:** | Plain paper (copier type (80 g/m$^2$)) |
| **Paper tray capacity:** | 250 pages max. (80 g/m$^2$) |
| **Second paper tray (option):** | Second paper tray : 500 pages (80 g/m$^2$) |
| **Transmission procedures:** | In accordance with UIT-T recommendations for group 3 copiers. |
| **Possible phone line connections:** | To all public switched telephone networks (or equivalent) |
| **Scanned image resolution:** | Scanner : 300 dpi |
| **Reading system:** | CIS optronics reading |
| **Print type:** | Laser printing process |
| **Printer resolution:** | 600 x 600 dpi |
| **Communication rate:** | For group 3 : 33600/14400/12000/9600/7200/4800/2400 bps |

The effective transmission time for an A4 page ranges between a few seconds to approximately one minute (depending on line quality, modem bit rate, the amount of information on the original document and the resolution)**.

(*) Operating humidity max: 65% RH for temperature higher than 30°C.
(**) Not taking into account the exchange initialization procedure.

| | |
|---|---|
| **Internet : general characteristics** | TCP/IP/PPP Protocols |
| | Protocols SMTP/POP3/MIME protocols for electronic mail |
| | V90Modem ( up to 56 kbps/s) |
| **File format:** | Image : TIFF-F for black/white documents and JPEG for color documents |
| | - PDF : monochrome and color |
| | - PCL® 6 Emulation |
| | SG Script (PostScript® level 2 language emulation and PostScript® level 3 language emulation with configuration file) |

Specifications may change for improvement without prior notice.

# CONSUMABLE INFORMATION

**For information about consumables, visit http://www.fxprinters.com**

# CONSUMABLE CHARACTERISTICS

| | |
|---|---|
| **Toner cartridge:** | The standard toner cartridge can produce up to 6,000 pages (when printing on A4 paper with a 5% max. black and white ratio).<br>The initial toner cartridge can produce up to 2,000 pages (when printing on A4 paper with a 5% max. black-and-white ratio).<br>The service life of the toner cartridge mainly depends on the type of printed document and the average number of pages per print operation). |
| **Drum cartridge:** | The standard drum cartridge can produce up to 20,000 pages.<br>The initial drum cartridge that comes with the printer can produce up to 4,000 pages.<br>Various factors may influence the effective service life of the drum cartridge, namely the environment (temperature, humidity), the average number of pages per print operation, the type of paper used, etc. |

# LATEST DRIVER INFORMATION

**Visit our web site at http://www.fxprinters.com where you can get the latest drivers.**

# Customer Response Sheet

**WorkCentre 222/228 User Guide**

(ME3409E2-1)

To improve our publications, we would appreciate your feedback regarding this guide. Please take a few moments to complete and return this form to us.

About Yourself

1. How often do you use this guide?
   [ ] Daily [ ] Weekly [ ] Monthly [ ] Infrequently
2. When do you usually refer to the guide?
   [ ] Doing a usual operation [ ] Using unfamiliar features
   [ ] Solving a problem
3. Which part of the guide do you read frequently?
   Chapter/Section/Page:
4. Where do you keep this guide?

(Optional)
Your Name: Occupation:
Company or organization:
Address:

About the Guide

| | Strongly agree | | Neutral | | Strongly disagree |
|---|---|---|---|---|---|
| 1. It is handy. | 1 | 2 | 3 | 4 | 5 |
| 2. It is easy to read. | 1 | 2 | 3 | 4 | 5 |
| 3. Titles of chapters and sections make sense. | 1 | 2 | 3 | 4 | 5 |
| 4. Information is logically placed. | 1 | 2 | 3 | 4 | 5 |
| 5. Referencing is easy. | 1 | 2 | 3 | 4 | 5 |
| 6. Content is easy to understand. | 1 | 2 | 3 | 4 | 5 |
| 7. The step-by-step instructions are easy to follow. | 1 | 2 | 3 | 4 | 5 |
| 8. All necessary information is included. | 1 | 2 | 3 | 4 | 5 |
| 9. Illustrations aid in the understanding of content. | 1 | 2 | 3 | 4 | 5 |
| 10. The use of color is effective. | 1 | 2 | 3 | 4 | 5 |

Other comments:
After completing this form, detach and send it to the address below.
(Please use your own envelope and postage stamp.)
Thank you for your cooperation.

Fuji Xerox Co., Ltd.
Ebina Prime Tower
2-9-50, Chuo, Ebina-shi, Kanagawa-ken
JAPAN 243-0432.

**WorkCentre 222/228 User Guide**
Fuji Xerox Co., Ltd.
Human Interface & Design Development

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May 2005
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